

**ADMINISTRATIVE/EXECUTIVE GROUP
SUMMARY**

	<u>Page #</u>	<u>Approp</u>	<u>Revenue</u>	<u>Local Cost</u>
<u>GENERAL FUND</u>				
BOARD OF SUPERVISORS	6-1-1	4,237,112	-	4,237,112
CLERK OF THE BOARD	6-2-1	906,118	70,000	836,118
COUNTY ADMINISTRATIVE OFFICE:				
COUNTY ADMINISTRATIVE OFFICE	6-3-1	4,249,746	275,987	3,973,759
LITIGATION	6-3-8	1,709,664	900,000	809,664
JOINT POWER LEASES	6-3-10	23,068,480	-	23,068,480
COUNTY COUNSEL	6-4-1	6,959,841	3,696,950	3,262,891
HUMAN RESOURCES:				
HUMAN RESOURCES	6-5-1	9,457,530	4,283,077	5,174,453
EMP HEALTH & WEALTHNESS	6-5-6	1,600,000	1,600,000	-
UNEMPLOYMENT INSURANCE	6-5-9	1,500,000	-	1,500,000
INFORMATION SERVICES:				
APPLICATION DEVELOPMENT	6-6-1	11,722,743	6,431,866	5,290,857
EMERGING TECHNOLOGIES	6-6-7	1,792,210	273,940	1,518,270
LOCAL AGENCY FORMATION COMMISSION	6-7-1	161,353	-	161,353
SCHOOL CLAIMS	6-8-1	1,186,804	-	1,186,804
SUPERINTENDENT OF SCHOOLS	6-9-1	282,224	-	282,224
TOTAL GENERAL FUND		<u>68,833,825</u>	<u>17,531,840</u>	<u>51,301,985</u>
<u>SPECIAL REVENUE FUNDS</u>				
		<u>Approp</u>	<u>Revenue</u>	<u>Fund Balance</u>
COUNTY ADMINISTRATIVE OFFICE:				
MASTER SETTLEMENT AGREEMENT	6-3-14	24,161,802	20,433,000	3,728,802
HUMAN RESOURCES:				
COMMUTER SERVICES	6-5-11	336,168	336,168	-
EMPLOYMEE BENEFITS & SERVICES	6-5-13	2,621,200	2,621,200	-
TOTAL SPECIAL REVENUE FUNDS		<u>27,119,170</u>	<u>23,390,368</u>	<u>3,728,802</u>
<u>INTERNAL SERVICES FUNDS</u>				
		<u>Operating Expense</u>	<u>Revenue</u>	<u>Revenue Over (Under) Exp</u>
HUMAN RESOURCES:				
RISK MANAGEMENT	6-5-16	4,259,651	4,259,651	-
INSURANCE PROGRAMS	6-5-19	46,735,896	49,765,885	3,029,989
INFORMATION SERVICES:				
COMPUTER OPERATIONS	6-6-13	20,177,069	20,177,069	-
NETWORK SERVICES	6-6-18	20,172,114	18,172,114	(2,000,000)
TOTAL INTERNAL SERVICE FUNDS		<u>91,344,730</u>	<u>92,374,719</u>	<u>1,029,989</u>
<u>ENTERPRISE FUNDS</u>				
COUNTY ADMINISTRATIVE OFFICE:				
MEDICAL CENTER LEASE PAYMENTS	6-3-16	53,115,289	53,115,289	-

OVERVIEW OF BUDGET

DEPARTMENT: BOARD OF SUPERVISORS
BUDGET UNIT: AAA BDF

I. GENERAL PROGRAM STATEMENT

The Board of Supervisors is the governing body of the county government and Board-governed special districts. It establishes policy and exercises supervision over the official conduct of all county officers, Board-governed districts and special commissions. The Board approves and adopts the annual budget and initiates and makes recommendations regarding proposed legislation at state and federal levels.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Appropriation	<u>3,608,105</u>	<u>3,999,435</u>	<u>4,049,698</u>	<u>4,237,112</u>
Local Cost	3,608,105	3,999,435	4,049,698	4,237,112
 Budgeted Staffing		39.5		39.8

Variances between estimated and budget for 2001-02 were caused by MOU increases and termination pay costs associated with staff retirements. Other than these expenditures, year-end estimates for the Board of Supervisors are projected to be within target.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Salary and benefit costs have increased due to step advances and minor staffing adjustments resulting in a net increase of .3 FTE positions.

PROGRAM CHANGES

Services and Supplies budget has been reduced to provide funding for staffing. Other Charges and Equipment decreased to reflect a lease-purchase that has been paid. Transfers to Real Estate Services increased to reflect incremental lease costs.

OTHER CHANGES

None

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: Board of Supervisors
FUND: General AAA BDF

FUNCTION: General
ACTIVITY: Legislative and
Administration

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
Appropriations								
Salaries and Benefits	3,403,766	3,275,954	310,616	-	3,586,570	28,944	3,615,514	
Services and Supplies	537,550	610,455	(73,164)	-	537,291	(25,809)	511,482	
Central Computer	35,584	34,735	225	-	34,960	-	34,960	
Other Charges	-	375	-	-	375	(375)	-	
Equipment	-	8,250	-	-	8,250	(8,250)	-	
Transfers	72,798	69,666	-	-	69,666	5,490	75,156	
Total Appropriation	4,049,698	3,999,435	237,677	-	4,237,112	-	4,237,112	
Local Cost	4,049,698	3,999,435	237,677	-	4,237,112	-	4,237,112	
Budgeted Staffing		39.5			39.5	0.3	39.8	

Base Year Adjustments

Salaries and Benefits	310,616	MOU and retirement increases
Services and Supplies	(73,164)	Inflation, risk management liabilities, EHAP, and 2% budget reduction
2410 Central Computer	225	
Total Appropriation	<u>237,677</u>	
Local Cost	<u>237,677</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>28,944</u>	Step advancements and staffing adjustments.
	<u>28,944</u>	
Services and Supplies	<u>(25,809)</u>	Reduced to provide funding for staffing.
	<u>(25,809)</u>	
Other Charges	<u>(375)</u>	Decrease in interest charges to reflect a lease-purchase that has been paid.
	<u>(375)</u>	
Equipment	<u>(8,250)</u>	Decrease in principal charges to reflect a lease-purchase that has been paid.
	<u>(8,250)</u>	
Transfers	<u>5,490</u>	Estimated increase in lease costs.
	<u>5,490</u>	
Total Appropriation	<u>-</u>	
Local Cost	<u>-</u>	

Staffing Changes

Classification	Authorized Position Changes	Budgeted FTE Changes	Program/Reason	Request Type	Temporary/ Ongoing
Public Svc Employee	1	0.25	First District staffing adjustment	Workload	Ongoing
Cont Field Rep	-	0.40	First District staffing adjustment Paula Nowicki	Reclass	Ongoing
Cont Executive Asst	(1)	(0.40)	First District staffing adjustment Paula Nowicki	Reclass	Ongoing
Clerk III	(1)	(0.73)	Third District staffing adjustment	Workload	Ongoing
Field Representative	1	0.75	Third District staffing adjustment	Workload	Ongoing
Cont Field Rep	(1)	(0.75)	Fourth District staffing adjustment	Workload	Ongoing
Cont Admin Asst	-	(0.49)	Fourth District staffing adjustment	Workload	Ongoing
Cont Adm Secretary	1	1.00	Fourth District staffing adjustment	Workload	Ongoing
Cont Office Asst	1	0.46	Fourth District staffing adjustment	Workload	Ongoing
Field Representative	-	(0.24)	Fifth District staffing adjustment	Workload	Ongoing
Public Svc Employee	(3)	-	Authorized Position cleanup 3rd, 4th, and 5th Districts	Workload	Ongoing
Total:	(2)	0.25			

OVERVIEW OF BUDGET

DEPARTMENT: CLERK OF THE BOARD
CLERK OF THE BOARD: J. RENEE BASTIAN
BUDGET UNIT: AAA CBD

I. GENERAL PROGRAM STATEMENT

The Clerk of the Board of Supervisors takes official minutes of all meetings of the Board of Supervisors, maintains the files for all actions of the Board of Supervisors and distributes copies of orders and directives of the Board to appropriate agencies and members of the public; schedules, prepares and distributes the board agenda; prepares, publishes and distributes the fair statement of all proceedings before the Board of Supervisors; serves the Assessment Appeals Board and the various building and joint powers authorities, CoRDA and ColDA and the Handicap Authority; gives notice of the hearings and disperses direction of particular boards; publishes and distributes the County Code, supplements and ordinances; and maintains the roster of all committees, commissions, public agencies, and conflict of interest files for county departments, committees, commissions, and public entities.

II. BUDGET AND WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Appropriation	664,451	868,293	868,393	906,118
Total Revenue	91,826	70,000	70,100	70,000
Local Cost	572,625	798,293	798,293	836,118
Budgeted Staffing		15.0		15.0

Workload Indicators

Board Agenda Items	3,744	3,000	3,240	3,500
Assessment Appeals	2,593	3,000	2,250	3,000
Licenses	130	225	275	300
Notice of Determination	1,093	1,100	1,535	1,550
Resolutions	260	600	550	600
Conflict of Interest Fillings	1,388	2,000	1,280	1,500
Customer Service Hours	5,000	5,000	5,000	5,000

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None

PROGRAM CHANGES

None

OTHER CHANGES

None

IV. POLICY ITEMS

None

CLERK OF THE BOARD

V. FEE CHANGES

Revised Fees

Section 16.026(a) – Recordings of Hearings, per tape – The current charge per cassette tape of the Board of Supervisor's meetings is \$20.00. This fee appears to be excessive, therefore, it is requested that this fee be decreased by \$10.00 for a charge of \$10.00. Following is the cost analysis to provide this service:

- Cost of tape = \$1.00
- Staff time = \$9.00 (approx. 30 minutes)
- Total = \$10.00

Section 16.026(b)(2) – S. B. County Code (with cover), per copy – Covers are no longer provided in the sale of the County Code, therefore, it is recommended that this fee be eliminated.

Sections 16.026(l) - Findings of Fact by County Counsel – It is recommended that the Assessment Appeals Board Findings of Fact be increased by \$50, from \$200 to \$250, given the fact that the average time spent preparing and proofreading a transcript for a Finding of Fact has increased significantly. A typical transcript is 30 single-spaced pages and takes a Secretary II approximately 10-11 hours to prepare.

New Fees

Section 16.026(o) - Form 700 Retrieval Fee – The Fair Political Practices Commission Code Section 81008 allows the filing officer to charge a \$5.00 per request retrieval fee for Form 700's stored offsite that are five or more years old, therefore, it is necessary to put this into the fee schedule in order to charge this fee.

Section 16.026(p) - Videotapes – In January 2002, videotapes of the Board of Supervisors meetings were made available for public sale, therefore, a fee must be established in order to sell these tapes. If the Board approves the revised fee for the Board hearing cassette tapes of \$10, it would seem appropriate that a charge of \$15.00 per videotape be put in place for the sale of these tapes. Following is the cost analysis to provide this service:

- Cost of tape = \$2.00
- Staff time = \$13.00 (approx. 45 minutes)
- Total = \$15.00

Section 16.026(b)(2) - San Bernardino County Code, Electronic Version – It is anticipated that once the County Code is updated, requests would be made of this office to place the County Code in disk format, therefore, an "actual cost" fee is recommended for this new charge.

Section 16.026(q) - Documentary Handling Fee for Notices of Exemption – Pursuant to Title 14, Chapter 4, Article 1, of Fish and Game Code Section 753.5(e), projects that are categorically exempt (Notices of Exemption) and filed with the Clerk of the Board may charge a documentary handling fee of \$25.00 maximum, therefore, it is necessary to place an additional fee into the Clerk's fee schedule in order to collect this money.

Section 16.026(q) – Appeals information, electronic version – The Clerk's office occasionally receives requests from property tax management companies and consulting firms who need to research past appeals that have been filed in our office, therefore, a mechanism should be established whereby this office can recover the cost it takes to produce an electronic version of this information. An "actual cost" fee is recommended to be charged for this service.

GROUP: Administrative/Executive
DEPARTMENT: Clerk of the Board
FUND: General AAA CBD

FUNCTION: General
ACTIVITY: Legislation and Administration

CLERK OF THE BOARD

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items/Fee Adjustments
<u>Appropriations</u>								
Salaries and Benefits	564,896	698,549	57,002	-	755,551	-	755,551	-
Services and Supplies	283,342	149,589	(12,495)	-	137,094	-	137,094	25,675
Central Computer	20,155	20,155	(6,682)	-	13,473	-	13,473	-
Total Appropriation	868,393	868,293	37,825	-	906,118	-	906,118	25,675
<u>Revenue</u>								
License & Permits	28,000	26,000	-	-	26,000	-	26,000	-
Current Services	2,100	2,000	-	-	2,000	-	2,000	25,675
State, Fed or Gov't Aid	20,000	20,000	-	-	20,000	-	20,000	-
Other Revenue	20,000	22,000	-	-	22,000	-	22,000	-
Total Revenue	70,100	70,000	-	-	70,000	-	70,000	25,675
Local Cost	798,293	798,293	37,825	-	836,118	-	836,118	-
Budgeted Staffing		15.0			15.0		15.0	

Base Year Adjustments

Salaries and Benefits	57,002	MOU and retirement
Services and Supplies	4,569	Inflation, Risk Mgmt Liabilities, 2420 one-time shift
	(17,064)	2% Budget Reduction
	<u>(12,495)</u>	
2410 Central Computer	(6,682)	
Total Appropriation	<u>37,825</u>	
Total Revenue	<u>37,825</u>	
Total Local Cost	<u>37,825</u>	

FEE ADJUSTMENTS

Department: _____
 Clerk of the Board of Supervisors
Prepared By: _____
 Laura Welch
Phone #: _____
 387-3844

APPROPRIATION CHANGE/FEE CHANGE	BUDGETED STAFFING	IMPACT
(400)	-	Fee would continue to be excessive to the public
None	-	No impact - binders for County Code no longer sold by dept.
300	-	Current fee does not accurately recover actual costs
100	-	Impact would result in lost revenue authorized by FPPC
300	-	Fee could not be collected to defray cost of videotapes
200	-	Fee could not be collected to defray cost of electronic version
25,000	-	Impact would result in lost revenue authorized by Fish & Game
175	-	# Fee could not be collected to defray cost of electronic version
25,675		

2002-03 REVISED/NEW FEE REQUESTS

DEPARTMENT: Clerk of the Board of Supervisors
 PREPARED BY: Laura Welch
 PHONE #: 387-3844

PAGE A - FEE ADJUSTMENT CALCULATION

PAGE A 1 of 1

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	PROPOSED BUDGET			REQUESTED FEE CHANGE			DIFFERENCE		JUSTIFICATION OF CHANGE
	(A) Current Fee	(B) Units In Budget	(C) Revenue In Budget (A)x(B)	(D) Revised/ New Fee	(E) Projected Units	(F) Projected Fee Rev (D)x(E)	(G) Change In Fee (D)-(A)	(H) Change In Revenue (F)-(C)	
Section 16.026(a) - tapes	20	40	800	10	40	400	(10)	(400)	See attached
Section 16.026(b)(2) - County Code	Actual	-	None	-	-	-	Delete	None	See attached
Section 16.026(l) - Findings of Fact	200	6	1,200	250	6	1,500	50	300	See attached
Section 16.026(o) - 700 retrieval			-	5	20	100	5	100	See attached
Section 16.026(p) - Videotapes			-	15	20	300	15	300	See attached
				Estimated actual cost					
Section 16.026(b)(2) - Co. Code, elect.			-	Actual	20	200	200	200	See attached
Section 16.026(j)(2) - NOE doc. Fee			-	25	1,000	25,000	25	25,000	See attached
				Estimated actual cost					
Section 16.026(q) - Appeals info.			-	Actual	5	175	175	175	See attached
			-			-	-	-	
TOTAL THIS PAGE			2,000			27,675		25,675	
GRAND TOTAL (All Page A's)			2,000			27,675		25,675	

REVISED/NEW FEE REQUESTS

Department: Clerk of the Board of Supervisors
 Prepared By: Laura Welch
 Phone #: 387-3844

PAGE B - PROGRAM COSTS

PAGE B 1 of 2

CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	(I) PROJECTED FEE REVENUE (Column [F])	(J) PROJECTED NON FEE REVENUE	(K) GENERAL FUND SUPPORT	(L) ESTIMATED PROGRAM COSTS (I+J+K)
Section 16.026(a) - tapes	400	-	-	400
Section 16.026(b)(2) - Co. Code	None	-	-	None
Section 16.026(l) - Findings of Fact	1,500	-	-	1,500
Section 16.026(o) - 700 retrieval	100	-	-	100
Section 16.026(p) - Videotapes	300	-	-	300
Section 16.026(b)(2) - Co. Code, elect.	200	-	-	200
Section 16.026(j)(2) - NOE doc. Fee	25,000	-	-	25,000
TOTAL THIS PAGE	27,500	# -	-	27,500
GRAND TOTAL (All Page B's)	27,500	-	-	27,500

REVISED/NEW FEE REQUESTS

Department: Clerk of the Board of Supervisors
Prepared By: Laura Welch
Phone #: 387-3844

PAGE B - PROGRAM COSTS

PAGE B 2 of 2

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CURRENT SECTION/FEE DESCRIPTION (FOR EXAMPLE, 16.021(C)(1) ABATEMENT PROCESSING	(I) PROJECTED FEE REVENUE (Column [F])	(J) PROJECTED NON FEE REVENUE	(K) GENERAL FUND SUPPORT	(L) ESTIMATED PROGRAM COSTS (I+J+K)
Section 16.026(q) - Appeals info.	175	- #	-	175
TOTAL THIS PAGE	175 #	- #		175
GRAND TOTAL (All Page B's)	\$27,675	N/A	N/A	\$27,675

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE
COUNTY ADMINISTRATIVE OFFICER: JOHN F. MICHAELSON
BUDGET UNIT: COUNTY ADMINISTRATIVE OFFICE (AAA CAO)

I. GENERAL PROGRAM STATEMENT

The County Administrative Office is responsible to the Board of Supervisors for the general administration and coordination of all county operations and programs, together with the preparation and administration of the county budget. Legislative functions at Washington, DC and Sacramento are also included in this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Appropriation	3,272,971	3,823,039	3,836,515	4,249,746
Total Revenue	223,898	156,384	216,384	275,987
Local Cost	3,049,073	3,666,655	3,620,131	3,973,759
Budgeted Staffing		32.5		33.5

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

In addition to base year adjustments, an Administrative Analyst III position has been added to coordinate the County's state mandated cost reimbursement (SB 90) program. The cost of this position will be reimbursed from SB 90 revenues. The addition of a Clerk II position is also included as a program funded adjustment. If approved this position will replace a temporary, unbudgeted PSE position to assist the Public Information Officer. Conversion of a budgeted PSE in the legislative office to a half time Clerk I position is also included as a staffing change.

PROGRAM CHANGES

Services and Supplies has been reduced to provide the funding necessary in Salaries and Benefits to fund the new Clerk II position, the change in the exempt MOU, and to provide funding for step increases. These decreases are offset by a projected increase in revenue from the legislative services contract with Riverside County, to cover increases in salary and benefit costs.

OTHER CHANGES

None

IV. POLICY ITEMS

Three policy items are requested. The first would fund public opinion research to accurately measure the level of public satisfaction with county services and policies. The estimated cost of this item is \$40,000. The second item would fund the county's participation in a regional television network that would air Board meetings and broadcast programming on county programs and services for a cost of \$75,000. The third item would fund full-page ads in daily newspaper special sections to inform county residents and visitors about the county's mission, vision and wide range of services. The estimated cost of this item is \$30,000.

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: County Administrative Office
FUND: General AAA CAO

FUNCTION: General
ACTIVITY: Legislative and
Administration

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
Appropriations								
Salaries and Benefits	2,908,805	3,069,173	304,092	-	3,373,265	174,236	3,547,501	
Services and Supplies	1,005,754	892,754	(5,067)	-	887,687	(60,358)	827,329	145,000
Central Computer	25,528	25,528	8,079	-	33,607	-	33,607	
Other Charges	-	300	-	-	300	1,700	2,000	
Equipment	20,000	24,400	-	-	24,400	1,600	26,000	
Transfers	<u>52,104</u>	<u>46,560</u>	<u>-</u>	<u>-</u>	<u>46,560</u>	<u>7,116</u>	<u>53,676</u>	<u>-</u>
Total Exp Authority	4,012,191	4,058,715	307,104	-	4,365,819	124,294	4,490,113	145,000
Less:					-		-	
Reimbursements	<u>(175,676)</u>	<u>(235,676)</u>	<u>-</u>	<u>-</u>	<u>(235,676)</u>	<u>(4,691)</u>	<u>(240,367)</u>	<u>-</u>
Total Appropriation	3,836,515	3,823,039	307,104	-	4,130,143	119,603	4,249,746	145,000
Revenue								
State, Fed or Gov't Aid	<u>216,384</u>	<u>156,384</u>	<u>-</u>	<u>-</u>	<u>156,384</u>	<u>119,603</u>	<u>275,987</u>	<u>-</u>
Total Revenue	216,384	156,384	-	-	156,384	119,603	275,987	-
Local Cost	3,620,131	3,666,655	307,104	-	3,973,759	-	3,973,759	145,000
Budgeted Staffing		32.5	(0.50)		32.0	1.50	33.5	-

COUNTY ADMINISTRATIVE OFFICE

Base Year Adjustments

Salaries and Benefits	206,400	MOU and retirement increases
	8,070	Contract increase for Associate Legislative Advocate. Approved by Board on 7/10/01.
	(194,001)	Transfer Budget to Purchasing for Contract Mgmt Unit. Approved by Board on 9/17/01
	11,173	Increase for CAO. Approved by Board on 10/2/01
	176,000	Add 2 Admin Analyst II Positions. Approved by Board on 1/29/02
	96,450	Add 1 Admin Analyst III position for legislation. Approved by Board on 2/5/02
	<u>304,092</u>	
Services and Supplies	16,389	Inflation, risk management liabilities and EHAP .
	200,000	One time Central Computer Charges audit.
	(81,097)	2% Budget Reduction
	(5,000)	Transfer budget for cost of tour to Grand Jury budget unit.
	(42,999)	Transfer Budget to Purchasing for Contract Mgmt Unit. Approved by Board on 9/17/01
	(92,360)	Transfer budget to Real Estate Services for department head. Approved by Board on 10/30/01
	<u>(5,067)</u>	
Central Computer	<u>8,079</u>	
Total Appropriation	<u>307,104</u>	
Revenue	-	
Total Revenue	-	
Total Local Cost	<u>307,104</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	110,642	Add one Administrative Analysts III position for coordination of SB 90 program
	33,124	Add one Clerk II position to provide assistance to Public Information Officer
	14,400	MOU Increase moved from Services and Supplies to Salaries and Benefits.
	16,070	Move budget to Salaries and Benefits to cover step increases.
	<u>174,236</u>	
Services and Supplies	<u>(60,358)</u>	Decrease services and supplies to help offset cost of new Clerk II position, step increases, increase in Auto Allowance and lease purchase of photocopier.
Other Charges	<u>1,700</u>	Lease-purchase of photocopier.
Equipment	<u>1,600</u>	Lease-purchase of photocopier.
Transfers	<u>7,116</u>	Increase in budget for Sacramento Office Rent. Actual increase only \$1,500.
Reimbursements	(4,691)	Increase reimbursement from the Health Care Costs budget unit to reflect increased salary costs. This reimbursement funds 10% of a Deputy CAO and 50% of an Administrative Analyst III for budget assistance and maintenance of the Medical Center debt issues.
Total Appropriations	<u>119,603</u>	
Revenues		
State and Federal Aid	119,603	Revenue from SB 90 program to offset the cost of an additional Admin Analyst III position and estimate of additional contract revenues from Riverside County for salary and benefit increases of legislative staff.
Total Revenues	<u>119,603</u>	
Local Cost	-	

Staffing Changes

Classification	Authorized Position Changes	Budgeted FTE Changes	Program/Reason	Request Type	Temporary/ Ongoing
Secretary I	(1)	(0.5)	Move position to Purchasing for Contract Mgmt Unit	Mid-Year	Ongoing
Staff Analyst II	(3)	(2.5)	Move positions to Purchasing for Contract Mgmt Unit	Mid-Year	Ongoing
Suprv Admin Svcs	(1)	(0.5)	Move position to Purchasing for Contract Mgmt Unit	Mid-Year	Ongoing
Admin Analyst II	2	2.0	Add positions for special project requests	Mid-Year	Ongoing
AdminAnalyst III	1	1.0	Add position for legislative issues	Mid-Year	Ongoing
AdminAnalyst III	1	1.0	Add position for SB 90 program coordination	Workload	Ongoing
Clerk II	1	1.0	Add position to assist Public Info Officer (currently PSE)	Workload	Ongoing
PSE	(1)	(1.0)	Convert PSE to regular position (Sacramento Office)	PSE Policy	Ongoing
Clerk I	1	0.5	Convert PSE to regular position (Sacramento Office)	PSE Policy	Ongoing
Total:	2	1.0			

POLICY ITEMS

Appropriation	Revenue	Local Cost	Budgeted Staffing	Description
40,000	-	40,000	-	Public Opinion Research - There is currently no device in place to accurately measure the level of public satisfaction with county services and policies. This item would result in the hiring of a public opinion research firm, selected through a competitive process, to scientifically measure the views of county residents on county services and policies.
75,000	-	75,000	-	Inland California Television Network - Cal State San Bernardino is spearheading an effort to link public access channels countywide to broadcast a variety of regional public affairs programs. More than half of the county's 24 cities, primarily along the Interstate 10 corridor, will begin carrying this common programming in October 2002. The university has secured grant funding to cover the majority of expenses. Additional funding is being secured through sponsorships. For \$75,000 the County would be recognized as a network founder and would have the air time to broadcast Board of Supervisors meetings and up to six 30-minute programs on County services to be played repeatedly.
30,000	-	30,000	-	Newspaper Advertising - An experimental display advertising campaign in the San Bernardino County Sun and the Daily Press of Victorville during the 2001-02 fiscal year drew attention to the county's long history of effective and diverse public service. This proposal would fund approximately 10 to 15 full-page, full-color ads in daily newspapers reaching all areas of the county to inform county residents and visitors about the county's mission, vision and the wide range of services provided to the public. Daily, large-circulation newspapers offer the lowest rates per reader than any other publication. The ads would run primarily in special sections, which tend to have a longer shelf life than the daily editions.
145,000	-	145,000	-	Totals

COUNTY ADMINISTRATIVE OFFICE

POLICY DESCRIPTION FORM

DEPARTMENT/GROUP: County Administrative Office BUDGET CODE: AAA-CAO
 TITLE: Public Opinion Research

PRIORITY: Rank 1 of 3 FUNDING: Full Year ☒ Other: ☐ _____ mos.

ITEM STATUS: Restoration: ☐ Program Change: X Workload: ☐

OPERATIONAL AND/OR FISCAL IMPACT: (Clearly explain the impact on services (attach additional pages if required))

There is currently no device in place to accurately measure the public's level of satisfaction with the vital services provided by the county. This item would result in the hiring of a public opinion research firm, selected through a competitive process, to scientifically measure the views of county residents on county services and policies.

		2002-03	ONGOING 2003-04
APPROPRIATIONS			
Salaries & Benefits (attach additional page if required)		\$ _____	\$ _____
CLASSIFICATIONS			
<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
Services & Supplies		<u>40,000</u>	<u>0</u>
Other (Specify) _____		_____	_____
Equipment		_____	_____
FIXED ASSETS			
	<u>Item</u>	<u>Amount</u>	
	_____	_____	
	_____	_____	
	_____	_____	
Reimbursements (Specify) _____		_____	_____
TOTAL:		\$ <u><u>40,000</u></u>	\$ <u><u>0</u></u>
REVENUE (Specify Source)			
_____		\$ _____	\$ _____
_____		_____	_____
_____		_____	_____
TOTAL:		\$ _____	\$ _____
LOCAL COST		\$ <u><u>40,000</u></u>	\$ <u><u>0</u></u>

COUNTY ADMINISTRATIVE OFFICE

POLICY DESCRIPTION FORM

DEPARTMENT/GROUP: County Administrative Office BUDGET CODE: AAA-CAO
 TITLE: Inland California Television Network

PRIORITY: Rank 2 of 3 FUNDING: Full Year ☒ Other: ☐ _____ mos.

ITEM STATUS: Restoration: ☐ Program Change: ☒ Workload: ☐

OPERATIONAL AND/OR FISCAL IMPACT: (Clearly explain the impact on services (attach additional pages if required))

Cal State San Bernardino is spearheading an effort to link public access channels countywide to broadcast a variety of regional public affairs programs. More than half of the county's 24 cities, primarily along the Interstate 10 corridor, will begin carrying this common programming in October 2002. The university has secured grant finding to cover the majority of expenses. Additional funding is being secured through sponsorships. For \$75,000 the County would be recognized as a network founder and would have the air time to broadcast Board of Supervisors meetings and up to six 30-minute programs on County services to be played repeatedly.

	2002-03	ONGOING 2003-04
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ _____	\$ _____
CLASSIFICATIONS		
<u>Budgeted Staff</u> <u>Title</u> <u>Amount</u>		

Services & Supplies	<u>75,000</u>	<u>0</u>
Other (Specify) _____	_____	_____
Equipment	_____	_____
FIXED ASSETS		
<u>Item</u> <u>Amount</u>		

Reimbursements (Specify) _____	_____	_____
TOTAL:	\$ <u>75,000</u>	\$ <u>0</u>
REVENUE (Specify Source)		
_____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
TOTAL:	\$ _____	\$ _____
LOCAL COST	\$ <u>75,000</u>	\$ <u>0</u>

COUNTY ADMINISTRATIVE OFFICE

POLICY DESCRIPTION FORM

DEPARTMENT/GROUP: County Administrative Office BUDGET CODE: AAA-CAO
 TITLE: Newspaper Advertising

PRIORITY: Rank 3 of 3 FUNDING: Full Year ☒ Other: ☐ mos.

ITEM STATUS: Restoration: ☐ Program Change: ☒ Workload: ☐

OPERATIONAL AND/OR FISCAL IMPACT: (Clearly explain the impact on services (attach additional pages if required))

An experimental display advertising campaign in the San Bernardino County Sun and the Daily Press of Victorville during the 2001-02 fiscal year drew attention to the county's long history of effective and diverse public service. This proposal would fund approximately 10 to 15 full-page, full-color ads in daily newspapers reaching all areas of the county to inform county residents and visitors about the county's mission, vision and the wide range of services provided to the public. Daily, large-circulation newspapers offer the lowest rates per reader than any other publication. The ads would run primarily in special sections, which tend to have a longer shelf life than the daily editions.

	2002-03	ONGOING 2003-04
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ <u> </u>	\$ <u> </u>
CLASSIFICATIONS		
<u>Budgeted Staff</u> <u>Title</u> <u>Amount</u>		

Services & Supplies	<u>30,000</u>	<u>0</u>
Other (Specify) _____	_____	_____
Equipment	_____	_____
FIXED ASSETS		
<u>Item</u> <u>Amount</u>		

Reimbursements (Specify) _____	_____	_____
TOTAL:	\$ <u>30,000</u>	\$ <u>0</u>
REVENUE (Specify Source)		
_____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
TOTAL:	\$ _____	\$ _____
LOCAL COST	\$ <u>30,000</u>	\$ <u>0</u>

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE
COUNTY ADMINISTRATIVE OFFICER: JOHN F. MICHAELSON
BUDGET UNIT: LITIGATION (AAA LIT)

I. GENERAL PROGRAM STATEMENT

The litigation budget funds external attorney services and other litigation related expenses. There is no staffing associated with this budget. The establishment of this budget unit was approved by the Board in 2001-02.

II. BUDGET AND WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Appropriation	-	-	1,657,862	1,709,664
Total Sources	-	-	703,696	900,000
Local Cost	-	-	954,166	809,664

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None

PROGRAM CHANGES

None

OTHER CHANGES

None

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: County Admin Office Litigation
FUND: General AAA LIT

FUNCTION: General
ACTIVITY: Legislative and Administrative

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
Appropriations								
Services and Supplies	1,657,862	-	-	1,709,664	1,709,664	-	1,709,664	-
Total Appropriation	1,657,862	-	-	1,709,664	1,709,664	-	1,709,664	-
Revenue								
Other Revenue	703,696	-	-	-	-	-	-	-
Total Revenue	703,696	-	-	-	-	-	-	-
Operating Transfers In	-	-	-	900,000	900,000	-	900,000	-
Total Sources	703,696	-	-	900,000	900,000	-	900,000	-
Local Cost	954,166	-	-	809,664	809,664	-	809,664	

Mid Year Adjustments

Services and Supplies	809,644	Full Year Funding of the appropriation transfer from the non departmental fund to establish a separate litigation fund. Approved by the Board on 1/29/2002.
	900,000	Estimated cost of the ongoing corruption litigation in 2002-03. An increase in the cost of this contract was approved by the Board on 3/13/2002.
Total Appropriations	1,709,644	
Operating Transfers In	900,000	Estimated cost of the ongoing corruption litigation in 2002-03. This operating transfer is from the litigation proceeds from this lawsuit. On 1/29/2002 the Board approved the use of these proceeds to pay for attorneys fees related to this lawsuit.
	900,000	
Total Sources	900,000	
Local Cost	809,644	

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE
COUNTY ADMINISTRATIVE OFFICER: JOHN F. MICHAELSON
BUDGET UNIT: JOINT POWERS LEASES (AAA JPL)

I. GENERAL PROGRAM STATEMENT

This component funds the cost of long-term lease payments for joint power facility agreements. There is no staffing associated with this budget.

II. BUDGET AND WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Appropriation	27,425,810	23,569,659	20,531,731	23,068,480
Total Revenue	855,000	-	-	
Local Cost	26,570,810	23,569,659	20,531,731	23,068,480

2001-02 actual expenditures are projected to be under budget by \$3 million. Refinancing of the 1992 Justice Center /Airport Improvement project generated \$2.1 million in general fund savings in 2001-02. In addition, historical lows in short term rates resulted in savings on the County's variable rate debt of approximately \$1.6 million. These savings were partially offset by an arbitrage rebate payment of \$.7 million. This payment, which is a rebate of excess investment earnings on bond proceeds, covered the period from February 1992 through February 2002.

Leases Included in this budget for 2002-03 are:

1997 Public Improvement Financing (ENVEST, West End Juvenile Facility, Pre-School Building)	\$ 1,337,923
County Government Center	3,170,610
West Valley Detention Center	8,571,041
Glen Helen Blockbuster Pavilion	1,772,650
Justice Center/Chino Airport Improvements	6,299,510
Subtotal	21,151,734
Reduction of Glen Helen Taxable Debt	3,200,000
Debt Administration (Trustee Fees, Letter of Credit Fees, Remarketing, Audit and Arbitrage services etc.)	988,478
Reimbursements **	(2,271,732)
	\$ 23,068,480

** Reimbursements reflect Preschool building rents, Chino Airport rents, lease payments from Glen Helen Blockbuster Pavilion and a transfer from the utilities budget (to reflect savings from ENVEST project).

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None

COUNTY ADMINISTRATIVE OFFICE

PROGRAM CHANGES

The 2002 refinancing of the Justice Center/Airport Improvements project resulted in \$2.1 million in general fund savings in 2001-02 and will produce another \$23,744 in general fund savings in 2002-03. The 2001 West Valley Detention Center refinancing will produce \$1,055,777 in general fund savings in 2002-03. This makes a total of \$3.2 million available for expenditure. It is recommended that this money be used to pay down the Glen Helen taxable debt. A reduction of \$3.2 million would reduce annual interest expense on this debt by an average of \$100,000 over the next 22 years and decrease the required appropriation in this budget unit an average of \$260,000 per year over the next 22 years. This appropriation would then be available for allocation to other programs.

OTHER CHANGES

None

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: County Admin Office Joint Powers Leases
FUND: General AAA JPL

FUNCTION: General
ACTIVITY: Property Mgmt

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
Appropriations								
Services and Supplies	<u>22,484,702</u>	<u>25,851,109</u>	<u>(507,179)</u>	<u>-</u>	<u>25,343,930</u>	<u>(3,718)</u>	<u>25,340,212</u>	
Total Exp Authority	22,484,702	25,851,109	(507,179)		25,343,930	(3,718)	25,340,212	
Less:								
Reimbursements	<u>(1,952,971)</u>	<u>(2,281,450)</u>	<u>6,000</u>		<u>(2,275,450)</u>	<u>3,718</u>	<u>(2,271,732)</u>	
Total Appropriation	20,531,731	23,569,659	(501,179)	-	23,068,480	-	23,068,480	
Local Cost	20,531,731	23,569,659	(501,179)	-	23,068,480	0	23,068,480	

COUNTY ADMINISTRATIVE OFFICE

Base Year Adjustments

Services and Supplies	(3,013,525)	Final Lease Payment on the 92 Equipment Refinancing Project.
	(7,632)	Minor Lease Payments changes per annual lease schedules.
	52,881	Increase Lease Payments to correct prior budgeting practice of offsetting lease payments by rebatable arbitrage.
	333,661	Increase in Debt Administration due to an anticipated rebate of arbitrage.
	2,127,436	2001-02 general fund savings from the refinancing of the Justice Center/Airport Improvement Project.
	<u>(507,179)</u>	
Reimbursements	6,000	Changes in anticipated reimbursement from Glen Helen Blockbuster Pavilion receipts and rents received from Preschool Services for Ontario building per payment schedules.
Total Appropriations	<u>(501,179)</u>	
Revenue	-	
Total Revenues	<u>-</u>	
Local Cost	<u>(501,179)</u>	

Recommended Program Funded Adjustments

Services and Supplies	(1,055,777)	Reduce lease payments by the savings generated from refinancing of 2001 West Valley Detention Center Project
	1,055,777	Use of Savings from Refinancing of 2001 West Valley Detention Center Project to reduce the Glen Helen taxable debt.
	(27,462)	Reduce lease payments by the savings generated from refinancing - 2002 Justice Center/Airport Improvements Refinancing project.
	2,144,223	Use of Savings generated by refinancing - 2002 Justice Center/Airport Improvements Refinancing to reduce the Glen Helen taxable debt.
	<u>(2,120,479)</u>	2001-02 savings generated by refinancing of Justice Center/Airport Improvement project
	<u>(3,718)</u>	
Reimbursements	3,718	Decrease in anticipated reimbursement from rent for the Chino Airport.
Total Appropriations	<u>-</u>	
Revenues	-	
Total Revenues	<u>-</u>	
Local Cost	<u>-</u>	

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE
COUNTY ADMINISTRATIVE OFFICER: JOHN F. MICHAELSON
BUDGET UNIT: MASTER SETTLEMENT AGREEMENT (RSM MSA)

I. GENERAL PROGRAM STATEMENT

This budget unit accounts for proceeds received from the tobacco lawsuit Master Settlement Agreement (MSA). In late 1998 a settlement was reached in a lawsuit filed by states against the tobacco industry. In California the proceeds of the settlement are to be divided equally between the state and local governments who partnered in the lawsuit. Payments to local governments are based on a formula involving total tobacco sales and each local entity's population. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Requirements	14,459,231	21,834,622	21,176,891	24,161,802
Total Revenue	16,597,476	19,700,000	22,771,071	20,433,000
Fund Balance		2,134,622		3,728,802

Variances between estimated and budget for 2001-02 are the result of higher than anticipated MSA revenues, resolution of a dispute of previously withheld money resulting in one-time revenue, one-time reimbursements from non-participating counties for attorney costs, and estimated interest earnings.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None

PROGRAM CHANGES

Program changes reflect a decrease in services and supplies of \$1.6 million expended for Indigent Care programs and Tobacco Use Reduction programs and an increase of \$386,000 for the remaining 2000-01 Tobacco Use Reduction Programs to be spent in 2002-03. Also reflected is anticipated additional funding of \$3.7 million available for 2002-03 due to revenue exceeding budget in 2001-02. Revenues increased based on estimated interest earnings and projected MSA revenues for 2002-03.

OTHER CHANGES

None

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: Master Settlement Agreement Fund
FUND: Special Revenue RSM MSA

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2002-03 Proposed Budget	H Policy Items
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments				
Appropriations								
Services and Supplies	3,476,891	4,000,000	-	-	4,000,000	2,461,802	6,461,802	
Total Appropriation	3,476,891	4,000,000	-	-	4,000,000	2,461,802	6,461,802	
Operating Transfers Out	17,700,000	17,834,622	-	-	17,834,622	(134,622)	17,700,000	
Total Requirements	21,176,891	21,834,622	-	-	21,834,622	2,327,180	24,161,802	
Revenue								
Use of Money & Property	325,263	-	-	-	-	200,000	200,000	
Other Revenue	22,445,808	19,700,000	-	-	19,700,000	533,000	20,233,000	
Total Revenue	22,771,071	19,700,000	-	-	19,700,000	733,000	20,433,000	
Fund Balance		2,134,622	-	-	2,134,622	1,594,180	3,728,802	

Recommended Program Funded Adjustments

Services & Supplies	(1,614,000)	Completed Indigent Care and Tobacco Use Reduction programs from 2000-01
	386,000	Tobacco Use Reduction program from 2000-01 still to be spent
	<u>3,689,802</u>	Anticipated additional funding available for 2002-03
	<u>2,461,802</u>	
Total Appropriation	<u>2,461,802</u>	
Operating Transfers Out	<u>(134,622)</u>	Decreased to remove fund balance adjustment from 2001-02
	<u>(134,622)</u>	
Total Requirements	2,327,180	
Revenue	200,000	Estimated interest income
	<u>533,000</u>	Anticipated increase in MSA revenue for 2002-03 due to census
Total Revenue	<u>733,000</u>	
Fund Balance	<u>1,594,180</u>	

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY ADMINISTRATIVE OFFICE
COUNTY ADMINISTRATIVE OFFICER: JOHN F. MICHAELSON
BUDGET UNIT: MEDICAL CENTER LEASE PAYMENT FUND (EMD JPL)

I. GENERAL PROGRAM STATEMENT

This unit funds the cost of long-term lease payments to the Inland Empire Public Facilities Corporation for the Arrowhead Regional Medical Center (ARMC) facility. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Total Operating Expense	52,133,290	53,780,139	53,511,093	53,115,289
Total Sources	52,164,010	53,780,139	53,511,093	53,115,289

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None

PROGRAM CHANGES

Services and supplies reflect a net decrease due to the result of a reduction in arbitrage, remarketing and other fees offset by an increase in net lease payments. State 1732 revenues from the Construction Renovation/Reimbursement Program are decreasing due to a lower Medi-Cal utilization rate than budgeted in the previous year. This utilization rate fluctuates annually. This decrease in revenues is offset by an increase in operating transfers in from the Arrowhead Regional Medical Center and the Health Care Cost budget.

OTHER CHANGES

None

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: Medical Center Lease Payment Fund
FUND: Enterprise EMD JPL

FUNCTION: General
ACTIVITY: Property Mgmt

COUNTY ADMINISTRATIVE OFFICE

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2002-03 Proposed Budget	H Policy Items
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments				
Appropriations								
Services and Supplies	53,511,093	53,780,139	-	-	53,780,139	(664,850)	53,115,289	
Total Operating Expense	53,511,093	53,780,139	-	-	53,780,139	(664,850)	53,115,289	
Revenue								
State, Fed or Gov't Aid	24,194,014	26,449,438	-	-	26,449,438	(1,982,469)	24,466,969	
Total Revenue	24,194,014	26,449,438	-	-	26,449,438	(1,982,469)	24,466,969	
Operating Transfers In	<u>29,317,079</u>	<u>27,330,701</u>	<u>-</u>	<u>-</u>	<u>27,330,701</u>	<u>1,317,619</u>	<u>28,648,320</u>	
Total Sources	53,511,093	53,780,139	-	-	53,780,139	(664,850)	53,115,289	

Recommended Program Funded Adjustments

Services and Supplies	(203,078)	Reduction in remarketing and other fees
	(1,050,000)	Elimination of arbitrage payment to U.S. Treasury due every five years
	<u>588,228</u>	Increase in net lease costs
	<u>(664,850)</u>	
Total Operating Expense	<u>(664,850)</u>	
State/Federal Aid	(1,982,469)	Decrease of 1732 State revenues due to a decrease in the Medi-Cal utilization factor
Total Revenue	<u>(1,982,469)</u>	
Operating Transfers In	3,266,905	Increase from ARMC - Fee for Service component
	890,794	Increase from ARMC - Medicare component
	<u>(2,840,080)</u>	Decrease from Health Care Costs budget
	<u>1,317,619</u>	
Total Sources	<u>(664,850)</u>	

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY COUNSEL
COUNTY COUNSEL: ALAN MARKS
BUDGET UNIT: AAA CCL

I. GENERAL PROGRAM STATEMENT

County Counsel provides civil legal services to the Board of Supervisors, county departments, and agencies, commissions, special districts, and school districts. County Counsel also provides legal advice to various joint powers authorities and represents the courts and judges on request.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Appropriation	4,128,610	6,236,885	6,265,524	6,959,841
Total Revenue	2,539,980	3,645,030	3,603,650	3,696,950
Local Cost	1,588,630	2,591,855	2,661,874	3,262,891
Budgeted Staffing		69.0		71.0
<u>Workload Indicators</u>				
Attorney-Client Hours	72,075	71,000	71,200	73,800

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing shows a net increase of 2.0 positions due to the mid year approval of one code enforcement paralegal and one fee supported Research Attorney.

PROGRAM CHANGES

None

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: County Counsel
FUND: General AAA CCL

FUNCTION: General
ACTIVITY: Counsel

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
<u>Appropriations</u>								
Salaries and Benefits	6,187,652	6,156,017	619,409	-	6,775,426	179,048	6,954,474	
Services and Supplies	756,820	759,766	4,247	-	764,013	8,783	772,796	
Central Computer	17,889	17,889	47,380	-	65,269	-	65,269	
Other Charges	660	660	-	-	660	-	660	
Equipment	5,500	5,550	-	-	5,550	24,950	30,500	
Total Exp Authority	6,968,521	6,939,882	671,036	-	7,610,918	212,781	7,823,699	
Less:					-		-	
Reimbursements	(702,997)	(702,997)	-	-	(702,997)	(160,861)	(863,858)	
Total Appropriation	6,265,524	6,236,885	671,036	-	6,907,921	51,920	6,959,841	
<u>Revenue</u>							-	
Current Services	3,603,650	3,645,030	-	-	3,645,030	51,920	3,696,950	
Total Revenue	3,603,650	3,645,030	-	-	3,645,030	51,920	3,696,950	
Local Cost	2,661,874	2,591,855	671,036	-	3,262,891	-	3,262,891	
Budgeted Staffing		69.0			69.0	2.00	71.0	

Base Year Adjustments

Salaries and Benefits	619,409	MOU and retirement and 2% budget reduction
Services and Supplies	4,247	Inflation, risk management liabilities, EHAP and 2420 one-time shift
2410 Central Computer	47,380	
Total Base Year Appropriation	671,036	
Total Base Year Revenue	-	
Total Base Year Local Cost	671,036	

Recommended Program Funded Adjustments

Salaries and Benefits	179,048	Merit increase of current staff, additional reimbursements based on increased salaries and benefits and new code enforcement paralegal and research attorney.
Services and Supplies	8,783	Various increase in expenses due to staffing increases
Equipment	24,950	New equipment-New rolling filing system
Reimbursements	(160,861)	Additional reimbursements based on increased Salaries and Benefits
Total Appropriation Change	51,920	
Current Services	51,920	Full year revenue for Research Attorney
Total Revenue Change	51,920	
Total Local Cost Change	-	

Staffing Changes

Classification	Authorized Position Changes	Budgeted FTE Changes	Program/Reason	Request Type	Temporary/ Ongoing
Paralegal	1	1.00	Mid year approval - Code enforcement	Mid-Year	Ongoing
Research Atty	1	1.00	Fee increase approval from 2001-02	Mid-Year	Ongoing
Total:	2	2.00			

OVERVIEW OF BUDGET

DEPARTMENT: HUMAN RESOURCES
DIRECTOR: MARCEL TURNER

	2002-03				
	Operating Exp/ Appropriation	Revenue	Revenue Over (Under) Exp	Local Cost	Staffing
Human Resources	9,457,530	4,283,077		5,174,453	129.8
Emp Hlth & Wellness	1,600,000	1,600,000		-	13.8
Unemployment Ins	1,500,000	-		1,500,000	-
Commuter Services	336,168	336,168			4.0
Emp Benefits & Svcs	2,621,200	2,621,200			-
Risk Management	4,259,651	4,259,651			61.0
Insurance Programs	46,735,896	49,765,885	3,029,989		
TOTAL	66,510,445	62,865,981	3,029,989	6,674,453	208.6

BUDGET UNIT: HUMAN RESOURCES (AAA HRD)

I. GENERAL PROGRAM STATEMENT

The Human Resources Department administers the county's human resources programs. This includes responsibility for employee testing, certification, and selection; employee benefits and services; employee relations; systems and program administration for a portion of the Employee Management and Compensation System (EMACS); the Equal Employment Opportunity Office; and the Commission on the Status of Women. Human Resources also shares the responsibility, through a partnership with Human Services System, for countywide organizational and employee development and the Management Leadership Academy.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Appropriation	6,955,956	8,523,329	7,884,260	9,457,530
Total Revenue	2,867,727	4,034,300	3,433,231	4,283,077
Local Cost	4,088,229	4,489,029	4,451,029	5,174,453
Budgeted Staffing		119.3		129.8
<u>Workload Indicators</u>				
Applications Accepted	46,059	54,000	59,200	65,000
Applicants	17,259	18,000	23,000	25,000

Total estimated revenue for 2001-02 directly reflects the impact of total appropriation year-end estimates for salaries and benefits and services and supplies. There will be anticipated savings within the total appropriations for the Department, and this directly impacts total revenues received.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

In addition to base year adjustments, 4.0 positions were added for Employee Relations, 7.0 positions were added for Employee Benefits and Services, and 3.5 positions were transferred to the new Commuter Services special revenue fund.

HUMAN RESOURCES

PROGRAM CHANGES

The Commuter Services Program will be transferred to a special revenue fund in conformance with GASB 33.

OTHER CHANGES

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: Human Resources
FUND: General AAA HRD

FUNCTION: General
ACTIVITY: Personnel

HUMAN RESOURCES

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2002-03 Proposed Budget	H Policy Items
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments				
<u>Appropriations</u>								
Salaries and Benefits	6,175,200	6,563,753	553,789	-	7,117,542	611,232	7,728,774	
Services and Supplies	3,176,023	3,728,339	71,468	380,222	4,180,029	(335,562)	3,844,467	
Central Computer	68,887	68,887	60,167	-	129,054	-	129,054	
Equipment	-	-	-	-	-	20,000	20,000	
Transfers	<u>108,150</u>	<u>108,150</u>	<u>-</u>	<u>-</u>	<u>108,150</u>	<u>36,720</u>	<u>144,870</u>	
Total Exp Authority	9,528,260	10,469,129	685,424	380,222	11,534,775	332,390	11,867,165	
Less:								
Reimbursements	<u>(1,644,000)</u>	<u>(1,945,800)</u>	<u>-</u>	<u>-</u>	<u>(1,945,800)</u>	<u>(463,835)</u>	<u>(2,409,635)</u>	
Total Appropriation	7,884,260	8,523,329	685,424	380,222	9,588,975	(131,445)	9,457,530	
<u>Revenue</u>								
Current Services	225,000	272,100	-	-	272,100	126,900	399,000	
State, Fed or Gov't Aid	277,300	277,300	-	-	277,300	(277,300)	-	
Other Revenue	2,930,931	3,484,900	-	380,222	3,865,122	18,955	3,884,077	
Other Financing Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Total Revenue	3,433,231	4,034,300	-	380,222	4,414,522	(131,445)	4,283,077	
Local Cost	4,451,029	4,489,029	685,424	-	5,174,453	-	5,174,453	
Budgeted Staffing		119.3	3.0		122.3	7.5	129.8	

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HUMAN RESOURCES

Base Year Adjustments

Salaries and Benefits	374,289	MOU, Retirement increases, and 2% budget reduction.
	<u>179,500</u>	Budget adjustments approved by the Board on January 29, 2002.
	553,789	
Services and Supplies	71,468	Inflation, Risk Mgmt Liabilities, and EHAP.
Central Computer	60,167	
Total Base Year Appropriation	<u>685,424</u>	
Total Base Year Revenue	<u>-</u>	
Total Base Year Local Cost	<u>685,424</u>	

Mid-Year Adjustments

Services and Supplies	380,222	Amended Agreement with Wurts & Associates approved by the Board on July 24, 2001 (\$35,000); Amended Agreement with Pacific Union Dental approved by the Board on September 17, 2001 (\$26,722); and Agreement for the Delta Preferred Option Dental Plan approved by the Board on October 16, 2002 (\$318,500)
Total Mid-Year Approp	<u>380,222</u>	
Other Revenue	380,222	Revenue from trust funds and administration fees from employees and benefit plan.
Total Mid-Year Revenue	<u>380,222</u>	
Total Mid-Year Local Cost	<u>-</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	611,232	Change in step funding for various positions, increase in budgeted positions for all divisions
Services and Supplies	(335,562)	Decrease in one time monies allocated for projects; change in overall cost of HR services, printing costs, flu vaccine, and professional services received by vendors
Equipment	20,000	Cost of digital identification machine to produce new county ID cards
Transfers	<u>36,720</u>	Increased cost of HR County Counsel
Total Expenditure Authority	<u>332,390</u>	
Reimbursements	<u>(463,835)</u>	Increase in cost of positions funded by various departments
Total Appropriation	<u>(131,445)</u>	
Current Services	126,900	Increase in positions funded by various county departments
State/Federal Aid	(277,300)	Transfer of commuter services to special revenue fund
Other Revenue	<u>18,955</u>	Increase in positions funded by trust fund revenues
Total Revenue	<u>(131,445)</u>	
Local Cost	<u>-</u>	

Staffing Changes

Classification	Authorized Position Changes	Budgeted FTE Changes	Program/Reason	Request Type	Temporary/ Ongoing
Admin Analyst II	(1)	(1.0)	Support Services-Defund position	Workload	Temporary
HR Officer II	1	1.0	Employee Relations-HSS request for services	Workload	Ongoing
Clerk II	1	1.0	Employee Relations-Clerical Support	Workload	Ongoing
Clerk III	3	3.0	Employment-Mid Year; Employment & EB services-Clerical support	Workload	Ongoing
Comm Svcs Mgr	(1)	(1.0)	Commuter Services-Transferred to a special revenue fund	Workload	Ongoing
EB Representative	4	4.0	EB & Services-EMAC support, EB & S -Support	Workload	Ongoing
Fiscal Clerk II	1	1.0	EB & Services-EMAC support, EB & S -Support	Workload	Ongoing
Nurse Pract II	1	1.0	EB & Services-Funding of filled position	Workload	Ongoing
HR Analyst II	1	1.0	Classification-Mid Year	Workload	Ongoing
HR Officer II	2	2.0	Employee Relations-Support	Workload	Ongoing
PSE		(0.5)	Commuter Services-Transfer to special revenue fund	Workload	Temporary
Secretary I	(1)	(1.0)	Commuter Services-Transfer to special revenue fund	Workload	Ongoing
Staff Analyst I	(1)	(1.0)	Commuter Services-Transfer to special revenue fund	Workload	Temporary
Systems Proc	1	1.0	Support Services-Mid Year EMACS	Workload	Ongoing
Total:	11	10.50			

HUMAN RESOURCES

BUDGET UNIT: EMPLOYEE HEALTH AND WELLNESS (AAA OCH)

I. GENERAL PROGRAM STATEMENT

The Center for Employee Health and Wellness is responsible for employee and applicant pre-employment and in-service medical examinations, medical records, representing the county in hearings before the Civil Service Commission regarding appeals of medical findings, and advising the county's management on compliance with OSHA regulations and occupational medical problems. The program had been financed by the county's Workers' Compensation Insurance Fund. Beginning in 2001-02, the program has been financed by direct reimbursements from county departments with costs allocated on the basis of the number of positions.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Appropriation	1,339,950	1,549,434	1,312,533	1,600,000
Total Revenue	1,339,809	1,549,434	1,312,533	1,600,000
Local Cost	141	-	-	-
Budgeted Staffing		13.3		13.8

Workload Indicators

Preplacement Physicals	5,582	5,600	4,980	5,000
Work Injury/Illness Exams	1,183	1,700	1,325	1,500
Fitness-For -Duty-Exams	65	150	24	25
Other Exams	5,137	5,300	5,671	5,675

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Increase reflects .5 budgeted staff for a Licensed Vocational Nurse position to support ongoing clinical operations as well as front and back office support.

PROGRAM CHANGES

None

OTHER CHANGES

None

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: The Center for Employee Health and Wellness
FUND: General AAA OCH

FUNCTION: General
ACTIVITY: Personnel

HUMAN RESOURCES

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
<u>Appropriations</u>								
Salaries and Benefits	765,000	876,834	56,252	-	933,086	11,694	944,780	
Services and Supplies	422,533	514,400	6,112	-	520,512	(2,395)	518,117	
Central Computer	-	-	8,394	-	8,394	-	8,394	
Transfers	125,000	158,200	-	-	158,200	(29,491)	128,709	
Total Appropriation	1,312,533	1,549,434	70,758	-	1,620,192	(20,192)	1,600,000	
<u>Revenue</u>								
Current Services	1,312,533	1,549,434	70,758	-	1,620,192	(20,192)	1,600,000	
Total Revenue	1,312,533	1,549,434	70,758	-	1,620,192	(20,192)	1,600,000	
Local Cost		-	-	-	-	-	-	
Budgeted Staffing		13.3			13.3	0.5	13.8	

HUMAN RESOURCES

Base Year Adjustments

Salaries and Benefits	56,252	MOU, and Retirement increases
Services and Supplies	6,112	Inflation, Risk Mgmt Liabilities, and EHAP.
Central Computer Charges	8,394	
Total Base Year Appropriation	<u>70,758</u>	
Total Base Year Revenue	<u>70,758</u>	
Total Local Cost	<u>-</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	11,694	Funding of 0.5 LVNurse, change in step funding of various positions
Services and Supplies	(2,395)	Change in insurance costs, COWCAP charges and professional services
Transfers	(29,491)	Correction for prior years budgeted rent charges for building
Total Appropriation	<u>(20,192)</u>	
Current Services	<u>(20,192)</u>	Offset for projected charges for client agencies
Total Revenue	<u>(20,192)</u>	
Local Cost	<u>-</u>	

HUMAN RESOURCES

BUDGET UNIT: UNEMPLOYMENT INSURANCE (AAA UNI)

I. GENERAL PROGRAM STATEMENT

This is a mandated program based upon a 1978 amendment to the California Unemployment Insurance Code extending unemployment insurance benefits to all public employees. Management's objective for the program is cost containment. Unemployment insurance claims filed by former county employees are monitored and reviewed for eligibility, and challenged when appropriate to prevent abuse of the program. There is no staffing associated with this budget unit.

II. BUDGET AND WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Appropriation	1,082,067	869,164	1,565,000	1,500,000
Local Cost	1,082,067	869,164	1,565,000	1,500,000

Salaries and benefits exceeded budgeted amount as a result of an increase in unemployment claims filed. This involves several positions from various departments.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None

PROGRAM CHANGES

Increase in claims necessitates additional appropriations to cover respective costs. A request for proposal will be considered in 2002-03 for consultant services to evaluate increase in costs.

OTHER CHANGES

None

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: Unemployment Insurance
FUND: General AAA UNI

FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2002-03 Proposed Budget	H Policy Items
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments				
Appropriations								
Salaries and Benefits	1,500,000	804,164	630,836	-	1,435,000	-	1,435,000	
Services and Supplies	15,000	15,000	-	-	15,000	-	15,000	
Transfers	50,000	50,000	-	-	50,000	-	50,000	
Total Appropriation	1,565,000	869,164	630,836	-	1,500,000	-	1,500,000	
					-		-	
Local Cost	1,565,000	869,164	630,836	-	1,500,000	-	1,500,000	

Base Year Adjustments

Salaries and Benefits	<u>630,836</u>	Increase in unemployment claims from various positions in County departments.
Total Appropriation	<u>630,836</u>	
Total Revenue	<u></u>	
Local Cost	<u>630,836</u>	

HUMAN RESOURCES

BUDGET UNIT: COMMUTER SERVICES (SDF HRD)

I. GENERAL PROGRAM STATEMENT

This is a fund established to account for funds received under AB 2766, to finance mobile source air pollution reduction programs. California Assembly Bill 2766 (SHER) authorizes air pollution control districts to levy fees on motor vehicles to be used to reduce air pollution. Under this program, the Department of Motor Vehicles collects fees and remits amounts to the appropriate Air Quality Management District (AQMD) for vehicles registered within the District. This fund receives AB 2766 funding from both the South Coast Air Quality Management District (SCAQMD) and the Mojave Desert Air Quality Management District (MDAQMD). This is the first year in which this fund has been reported as a Special Revenue Fund. Prior year funding had been included as part of the Human Resources Department budget.

II. BUDGET AND WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Appropriation	-	-	-	336,168
Total Revenue	-	-	-	336,168
Fund Balance	-	-	-	-
Budgeted Staffing				4.0

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The staffing increase is due to the transfer of 4.0 positions from the Human Resources Department Commuter Services Division, and includes 1.0 Commuter Services Manager, 1.0 Secretary I, 1.0 Media Specialist and 1.0 Public Service Employee.

PROGRAM CHANGES

None

OTHER CHANGES

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: Commuter Services
FUND: Special Revenue SDF HRD

FUNCTION: General
ACTIVITY: Personnel

HUMAN RESOURCES

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
<u>Appropriations</u>								
Salaries and Benefits	-	-	-	-	-	-	230,968	
Services and Supplies	-	-	-	-	-	-	85,200	
Total Appropriations	-	-	-	-	-	-	336,168	
<u>Revenue</u>								
State, Fed or Gov't Aid	-	-	-	-	-	-	336,168	
Total Revenue	-	-	-	-	-	-	336,168	
Fund Balance	-	-	-	-	-	-	-	
Budgeted Staffing							4.0	

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HUMAN RESOURCES

BUDGET UNIT: EMPLOYEE BENEFITS & SERVICES (SDG HRD)

I. GENERAL PROGRAM STATEMENT

This special revenue fund is being established to account for administrative and management fees funds collected for managing the County's various benefit plans. These fees are to be subsequently transferred to the general fund for the reimbursement of administrative and management fees over the various Plans. This is the first year in which this fund has been reported as a Special Revenue Fund. Prior year funding had been included as part of the Human Resources Department budget. There is no staffing associated with this budget unit.

II. BUDGET AND WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Appropriation	-	-	-	2,621,200
Total Revenue	-	-	-	2,621,200
Fund Balance	-	-	-	-

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None

PROGRAM CHANGES

None

OTHER CHANGES

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: Employee Benefits & Services
FUND: Special Revenue SDG HRD

FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2002-03 Proposed Budget	H Policy Items
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments				
<u>Appropriations</u>								
Transfers	-	-	-	-	-	-	2,621,200	
Total Appropriation	-	-	-	-	-	-	2,621,200	
<u>Revenue</u>								
Other Revenue	-	-	-	-	-	-	2,621,200	
Total Revenue	-	-	-	-	-	-	2,621,200	
Fund Balance	-	-	-	-	-	-	-	

HUMAN RESOURCES

BUDGET UNIT: RISK MANAGEMENT (IBP RMG)

I. GENERAL PROGRAM STATEMENT

Risk Management, under the direction of the Human Resources Department, administers the County's self-insured workers' compensation, public liability, property conservation, safety and risk reduction programs and its insured programs. All programs are paid from selfinsurance funds and financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Each are billed for their specific coverage for the cost to pay losses under the selfinsured programs and the cost of insurance for the insured programs. This budget unit consists of staffing and related operating expenses.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Operating Expense	3,740,659	3,809,779	3,783,211	4,259,651
Total Revenue	3,727,357	3,809,779	3,868,000	4,259,651
Revenue Over (Under) Expense	(13,302)	-	84,789	-
Fixed Asset	32,753	34,380	26,834	8,429
Budgeted Staffing		58.0		65.0
<u>Workload Indicators</u>				
FISCAL SECTION				
Database Transactions	47,562	41,449	57,410	54,896
LIABILITY SECTION				
Auto Accidents	456	456	608	608
Open Claims	1,315	1,237	1,430	1,389
New Claims	1,425	1,361	1,537	1,727
Cases Per Adjuster	188	177	204	198
WORKERS COMP SECTION				
Open Claims	2,428	2,298	2,446	2,422
New Claims	1,764	1,403	1,719	1,753
Cases Per Adjuster	187	177	188	186
SAFETY SECTION				
Employees Trained	2,000	4,500	4,500	5,000
Emergency Responses	70	85	90	85

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

In addition to mid-year adjustments, budgeted staffing reflects the addition of 1.0 position Clerk II as required to provide roaming clerical assistance to the various sections previously provided by public service employees and temporary employment services. Other changes include the addition of 3.0 positions Fiscal Clerks I and 1.0 position Claims Adjuster due to the transfer of Arrowhead Health Administrators (AHA) operations that will be proposed to the Board.

PROGRAM CHANGES

None

OTHER CHANGES

HUMAN RESOURCES

Increase in revenues is due to increased costs in program administration. Revenues are received from the various self-insurance Sub Funds, which are financed through Board approved premiums paid by departments and board-governed special districts and county service areas.

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: Risk Management
FUND: Internal Services IBP RMG

FUNCTION: General
ACTIVITY: Insurance Programs

HUMAN RESOURCES

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
<u>Appropriations</u>								
Salaries and Benefits	2,936,859	3,122,208	119,182	128,948	3,370,338	268,458	3,638,796	
Services and Supplies	1,003,343	843,738	48,799	-	892,537	27,658	920,195	
Central Computer	17,193	17,193	22,641	-	39,834	-	39,834	
Other Charges	158	1,625	-	-	1,625	(50)	1,575	
Transfers	<u>106,800</u>	<u>106,800</u>	<u>-</u>	<u>-</u>	<u>106,800</u>	<u>11,700</u>	<u>118,500</u>	
Total Exp Authority	4,064,353	4,091,564	190,622	128,948	4,411,134	307,766	4,718,900	
Less:								
Reimbursements	<u>(307,976)</u>	<u>(307,976)</u>	<u>-</u>	<u>(128,948)</u>	<u>(436,924)</u>	<u>(22,325)</u>	<u>(459,249)</u>	
Total Appropriation	3,756,377	3,783,588	190,622	-	3,974,210	285,441	4,259,651	
Depreciation	<u>26,834</u>	<u>26,191</u>	<u>-</u>	<u>-</u>	<u>26,191</u>	<u>(26,191)</u>	<u>-</u>	
Total Oper Exp	3,783,211	3,809,779	190,622	-	4,000,401	259,250	4,259,651	
<u>Revenue</u>								
Other Revenue	<u>3,868,000</u>	<u>3,809,779</u>	<u>190,622</u>	<u>-</u>	<u>4,000,401</u>	<u>259,250</u>	<u>4,259,651</u>	
Total Revenue	3,868,000	3,809,779	190,622	-	4,000,401	259,250	4,259,651	
Total Rev Over (Under) Exp	84,789	-	-	-	-	-	-	
<u>Fixed Asset Exp</u>								
Equipment	26,834	34,380			34,380	(25,951)	8,429	
Budgeted Staffing		58.0		2.00	60.0	5.00	65.0	

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Base Year Adjustments

Salaries and Benefits	119,182	MOU, Retirement increases.
Services and Supplies	48,799	Inflation, Risk Mgmt Liabilities, and EHAP.
Central Computer	<u>22,641</u>	
Total Base Year Operating Expenses	<u>190,622</u>	
Total Base Year Revenue	<u>190,622</u>	

Mid-Year Adjustments

Salaries and Benefits	128,948	Transfer of 2.0 Safety Specialist positions. 09/18/01 Item 073, 1.0 Safety Specialist for HSS 09/18/01 Item 074, 1.0 Safety Specialist for Sheriff's
Total Mid-Year Operating Expenses	<u>128,948</u>	
Total Mid-Year Revenue	<u>128,948</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	268,458	Various Step increases, addition of 1.0 Clerk II, 3.0 Fiscal Clerk I (AHA), and 1.0 Claims Adjuster (AHA).
Services and Supplies	27,658	Additional expense due to AHA transfer.
Other Charges	(50)	Decrease in interest charges for 2nd year of Server Lease
Transfers	<u>11,700</u>	Support to HR Administration
Total Expenditure Authority	<u>307,766</u>	
Reimbursements	<u>(22,325)</u>	MOU, COLA, etc. increases for several Safety Specialist positions funded by ISF funds
Total Appropriation	<u>285,441</u>	
Depreciation	<u>(26,191)</u>	
Total Operating Expenses	<u>259,250</u>	
Other Revenue	<u>259,250</u>	
Total Revenue	<u>259,250</u>	
Lease	49	
Lease Pur-Vehicles	<u>(26,000)</u>	
Total Equipment	<u>(25,951)</u>	

Staffing Changes

Classification	Authorized Position Changes	Budgeted FTE Changes	Program/Reason	Request Type	Temporary/ Ongoing
Claims Adjuster	1	1.00	Transfer of Arrowhead Health Administrators Operations	Workload	Ongoing
Clerk II	1	1.00	To provide roaming assistance to Division	Workload	Ongoing
Safety Specialist	1	1.00	1.0 FTE for HSS	Midyear	Ongoing
Safety Specialist	1	1.00	1.0 FTE for Sheriff's	Midyear	Ongoing
Fiscal Clerk I	3	3.00	Transfer of Arrowhead Health Administrators Operations	Workload	Ongoing
Total:	7	7.00			

HUMAN RESOURCES

BUDGET UNIT: INSURANCE PROGRAMS (ALL ISFs EXCEPT IBP)

I. GENERAL PROGRAM STATEMENT

Risk Management, under the direction of the Human Resources Department, administers the county's self-insured and insured insurance programs. All programs are paid from these self-insurance funds and financed by general fund and non-general fund departments, as well as the Board Governed Special Districts and County Service Areas. Self-insurance and insurance programs include auto liability, property, surety, comprehensive auto, law enforcement liability, workers compensation, aircraft liability, airport liability, environmental liability, medical malpractice, and general liability. There is no staffing associated with this budget unit. Revenue over expense is used to meet actuarially determined claims reserve requirements.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Operating Expense	50,890,601	46,491,409	49,882,102	46,735,896
Total Revenue	<u>50,183,614</u>	<u>47,674,156</u>	<u>47,752,031</u>	<u>49,765,885</u>
Revenue Over/(Under) Expense	(706,987)	1,182,747	(2,130,071)	3,029,989

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

Additional expenses in services and supplies due primarily to increase in Property Insurance premium after September 11.

STAFFING CHANGES

None

PROGRAM CHANGES

None

OTHER CHANGES

None

IV. POLICY ITEMS

None

V. FEE CHANGES

None

HUMAN RESOURCES

GROUP: Administrative/Executive
DEPARTMENT: Risk Management
FUND: Internal Services (All Except IBP)

FUNCTION: General
ACTIVITY: Insurance Programs

HUMAN RESOURCES

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2002-03 Proposed Budget	Policy Items
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments				
<u>Appropriations</u>								
Services and Supplies	36,117,780	32,822,841	-	-	32,822,841	6,051,427	38,874,268	
Other Charges	139,456	88,750	-	-	88,750	53,750	142,500	
Total Appropriation	36,257,236	32,911,591	-	-	32,911,591	6,105,177	39,016,768	
Operating Transfers Out	13,624,866	13,579,818	-	-	13,579,818	(5,860,690)	7,719,128	
Total Op Exp	49,882,102	46,491,409	-	-	46,491,409	244,487	46,735,896	
<u>Revenue</u>								
Use of Money & Property	1,196,372	1,490,187	-	-	1,490,187	(542,012)	948,175	
Current Services	39,546,964	38,972,762	-	-	38,972,762	2,620,048	41,592,810	
Other Revenue	<u>7,008,695</u>	<u>7,211,207</u>	<u>-</u>	<u>-</u>	<u>7,211,207</u>	<u>13,693</u>	<u>7,224,900</u>	
Total Revenue	47,752,031	47,674,156	-	-	47,674,156	2,091,729	49,765,885	
Rev Over (Under) Expense	(2,130,071)	1,182,747	-	-	1,182,747	1,847,242	3,029,989	

6-5-20

HUMAN RESOURCES

Recommended Program Funded Adjustments

Services and Supplies	2,968,884	Increase in property insurance premiums.
	247,552	Increase in general liability insurance premiums.
	308,000	Increase in aircraft liability premiums.
	261,713	Increase in other insurance premiums (includes CSAC excess insurance for general liability workers' comp and other excess)
	198,498	Increase in malpractice insurance premiums
	271,188	Increase in professional and specialized services
	1,908,434	Increase in claims expenditures
	-150,003	Decrease in management and technical services
	<u>37,161</u>	Other services and supplies
	6,051,427	
Other Charges	53,750	Increase in taxes and assessments
Total Appropriations	<u>6,105,177</u>	
Transfers Out	(5,860,690)	Decrease in GIC payments of \$6,187,422 and increase in transfers to IBP for overhead distribution.
Total Operating Expenses	<u>244,487</u>	
Revenues		
Current Services	2,620,048	Increase in insurance premium revenue of \$2,167,298, claim cost recoveries of \$411,000 and subrogation for departments of \$41,750.
State and Federal Aid	(542,012)	Decrease in interest revenue.
Other Revenue	13,693	Anticipated increase in refunds from overpayment on claims.
Total Revenues	<u>2,091,729</u>	
Total Rev Over(Under) Exp	<u>1,847,242</u>	

OVERVIEW OF BUDGET

DEPARTMENT: INFORMATION SERVICES DEPARTMENT
CHIEF INFORMATION OFFICER: LEYDEN L. HAHN

	2002-03			
	Appropriations/Oper			
	Expense	Revenue	Local Cost	Staffing
Application Development	11,722,743	6,431,886	5,290,857	101.3
Emerging Technology Division	1,792,210	273,940	1,518,270	19.1
Computer Operations	20,177,069	20,177,069	-	154.4
Network Services	20,172,114	18,172,114	-	110.1
Total	53,864,136	45,055,009	6,809,127	385.0

BUDGET UNIT: APPLICATION DEVELOPMENT (AAA SDD)

I. GENERAL PROGRAM STATEMENT

Information Services' Application Development Division develops, enhances and maintains computerized business systems. In addition, Application Development provides management and coordination of large multi-departmental automation projects, consultation for a wide variety of vendor platforms, acquisition of turnkey software applications, proposal development, and technology research and evaluation projects.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Appropriation	7,165,816	12,924,905	12,470,589	11,722,743
Total Revenue	1,057,416	6,726,330	6,164,789	6,431,886
Local Cost	6,108,400	6,198,575	6,305,800	5,290,857
Budgeted Staffing		117.8		101.3

Workload Indicators

Project Hours	156,934	158,399	148,718	149,479
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Expenditures are projected under budget by \$454,315 resulting from vacant position salary savings offset by increased expenditures for contractor services that will require an appropriation transfer between the two accounts before year end to balance. Revenues are projected under budget by \$561,541 from reduction in department revenues from Transportation, Flood Control, Vehicle Services, Weed Abatement, Public Services Group and ARMC. Projects that were planned have either been delayed or department is purchasing a non-county solution. Local Cost is projected over target by \$107,225 primarily from the lost planned revenues.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted positions of 15.1 were transferred out to create a new ISD division titled Emerging Technology Division that will be budgeted under AAA ETD. One IT Technical Assistant to provide assistance for a new Integrated Document Management team was added by deleting a Clerk II. 1.0 contract Programmer Analyst position was deleted resulting from the individual being hired as a regular county employee by another County department. Deleted 2.0 Public Service employees, and added 1.0 systems analyst, and budgeted 0.6 in overtime.

INFORMATION SERVICES

PROGRAM CHANGES

The normal ongoing employee related services and supply costs of the new Emerging Technology Division have also been transferred. A portion of the equipment fixed asset budget (\$25,000) has also been reduced and transferred to the emerging Technology Division budget in order to fund lab and workstation equipment purchases needed by this new division. Recruitment efforts for Programmers and Programmer Analyst have been successful and vacant positions are filled thereby resulting in the reduction for contract programming staff expenditures and the professional service budget requirements.

OTHER CHANGES

Revenues decreased resulting from workload reductions in Transportation, Flood Control, Land Use, ARMC, Public Health and Board of Retirement. These reductions are partially offset by workload increased in Behavioral Health, HSS, Courts and Internal ISD ISF funded projects. Services and Supply line item budgets for training, equipment purchases software and advertising for employee recruitment was reduced to offset the remaining revenue lost of these workload changes. Reimbursements decreased reflecting workload changes that eliminated the need for a full-time assignment of a Programmer Analyst to the Auditor-Controller.

IV. POLICY ITEMS

This unit requests additional local cost funding for two policy items.

1. Funding to add (2) positions that when trained will eliminate contractor support of the Peoplesoft's Human Resource Management System know as EMACS.
2. Funding to add (1) position to provide Integrated Document Management programming services for general fund departments.

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: Information Services Group
FUND: General AAA SDD

FUNCTION: General
ACTIVITY: Other General

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
Appropriations								
Salaries and Benefits	7,918,687	8,757,917	438,430	-	9,196,347	(1,066,075)	8,130,272	204,876
Services and Supplies	4,419,064	3,631,495	(74,485)	-	3,557,010	(543,386)	3,013,624	24,900
Central Computer	110,944	110,944	6,325	-	117,269	-	117,269	
Equipment	75,000	75,000	-	-	75,000	(25,000)	50,000	
Transfers	32,394	435,049	-	-	435,049	(23,471)	411,578	-
Total Exp Authority	12,556,089	13,010,405	370,270	-	13,380,675	(1,657,932)	11,722,743	229,776
Reimbursements	(85,500)	(85,500)	-	-	(85,500)	85,500	-	-
Total Appropriation	12,470,589	12,924,905	370,270	-	13,295,175	(1,572,432)	11,722,743	229,776
Revenue								
Current Services	6,164,789	6,726,330	-	-	6,726,330	(294,444)	6,431,886	-
Total Revenue	6,164,789	6,726,330	-	-	6,726,330	(294,444)	6,431,886	-
Local Cost	6,305,800	6,198,575	370,270	-	6,568,845	(1,277,988)	5,290,857	229,776
Budgeted Staffing		117.8	-	-	117.8	(16.5)	101.3	3.0

Base Year Adjustments

Salaries and Benefits	438,430	MOU and Retirement increases.
Services and Supplies	(74,485)	Inflation , Risk Mgmt Liabilities, EHAP, 2420 One Time Shift and 2% budget reduction.
2410 Central Computer	6,325	
Total Base Year Appropriation	370,270	
Total Base Year Revenue	-	
Total Base Year Local Cost	370,270	

Recommended Program Funded Adjustments

Salaries and Benefits	(1,101,660)	Decreased to reflect transfer of 14.5 positions to AAA ETD.
	<u>35,585</u>	Salary step increases and increased callback.
	<u>(1,066,075)</u>	
Services and Supplies	(52,215)	Decreased for the service & supply costs related to transferred positions to AAA-ETD.
	<u>(491,171)</u>	Reduction in professional services contractor costs, software and equipment.
	<u>(543,386)</u>	
Equipment	(25,000)	Decreased due to AAA ETD.
Transfer Out	(23,471)	Reduced admin cost allocation reflecting decreased staffing from positions transferred the new Emerging Technology Division(AAA ETD).
Reimbursements	85,500	Decreased reflecting elimination of chargeable FTE Programmer Analyst services to the Auditor-Controller.
Total Appropriation	<u>(1,572,432)</u>	
Revenues	<u>(294,444)</u>	Decrease due to transfer to AAA ETD and workload reduction.
Total Revenues	<u>(294,444)</u>	
Local Cost	<u>(1,277,988)</u>	

Staffing Changes

Classification	Authorized Position Changes	Budgeted FTE Changes	Program/Reason	Request Type	Temporary/ Ongoing
Clerk II	(2)	(2.00)	Transferred one to Emerging Technology-AAA-ETD	Program	Ongoing
Geographic Infor Systems Tech I	(1)	(1.00)	Transferred to Emerging Technology-AAA-ETD .	Program	Ongoing
Programmer III	(8)	(3.00)	Transferred to Emerging Technology-AAA-ETD and workload changes.	Program	Ongoing
Programmer Analyst III	(2)	(5.54)	Transferred to Emerging Technology-AAA-ETD and workload changes.	Program	Ongoing
Public Service Employee		(2.00)	Workload changes and decrease PSE usage.	Program	Ongoing
Systems Analyst II	1	1.00	Elimination of underfill arrangement of a PAIII position.	Workload	Ongoing
Systems Development Team	(2)	(2.00)	Transferred to Emerging Technology-AAA-ETD .	Program	Ongoing
IT Technical Assistant II	1	1.00	Add for workload.	Workload	Ongoing
IT Technical Assistant II	(1)	(1.00)	Transfer (1) position to Emerging Technology-AAA-ETD.	Program	Ongoing
Systems Support Division Chief	(1)	(1.00)	Transferred to form a new group titled Emerging Technology-AAA-ETD	Program	Ongoing
Systems Support Analyst III	3		Alignment of authorized positions to funded position titles.	Program	Ongoing
Cont Programmer Analyst III	(1)	(1.00)	Not budgeted for FY 02-03	Program	Ongoing
Total:	(13)	(16.54)			

POLICY ITEMS

Appropriation	Revenue	Local Cost	Budgeted Staffing	Description
153,184	-	153,184	2 Programmer Analyst III	Contractor conversion to regular staff
76,592	-	76,592	1 Programmer Analyst III	Integrated document Management Staffing
229,776	-	229,776	3.0	Totals

INFORMATION SERVICES

POLICY DESCRIPTION FORM

DEPARTMENT/GROUP: Information Services Department

BUDGET CODE: AAA-SDD

TITLE: EMACS - Conversion from Contractors to Regular Staff

PRIORITY: Rank 1 of 2

FUNDING: Full Year ☐

Other: ☐ 9 mos.

ITEM STATUS:

Restoration: ☐

Program Change: ☐

Workload: X

OPERATIONAL AND/OR FISCAL IMPACT: (Clearly explain the impact on services (attach additional pages if required))

The County utilizes Peoplesoft's packaged software for its Employee Management and Compensation System (EMACS). The software is extremely complex requiring staff that is knowledgeable in its functionality to adequately support daily operations and cyclic processing. Information Services Department (ISD) currently uses a combination of regular employees and contractors to maintain and support EMACS. The next release of EMACS, which is currently in the planning and pre-implementation stages, will provide additional functionality for the County and will require additional support staff. Due to the high cost of Peoplesoft contractors, ISD wishes to replace them with regular employees. However, because of the complexity of the system, many months of training and system familiarization will be required. Therefore, ISD is requesting (2) new Programmer Analyst III positions to begin preparing for the reduction of the contractors by June 30, 2003. Conversion to regular staff is projected to save approximately \$51,000 annually starting in FY2003-04.

	2002-03	ONGOING 2003-04
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ <u>136,584</u>	\$ <u>182,112</u>
CLASSIFICATIONS		
<u>Budgeted Staff</u> <u>Title</u> <u>Amount</u>		
2 – Programmer Analyst III	182,112	
Services & Supplies (phone, training, supplies, equipment, insurance, etc.)	16,600	16,600
Other (Specify) reduced contractor cost		(250,000)
Equipment		
FIXED ASSETS		
<u>Item</u> <u>Amount</u>		
Reimbursements (Specify)		
TOTAL:	\$ <u> </u>	\$ <u> </u>
REVENUE (Specify Source)		
	\$ <u> </u>	\$ <u> </u>
	<u> </u>	<u> </u>
	<u> </u>	<u> </u>
TOTAL:	\$ <u> </u>	\$ <u> </u>
LOCAL COST	\$ <u>153,184</u>	\$ <u>(51,288)</u>

INFORMATION SERVICES
POLICY DESCRIPTION FORM

DEPARTMENT/GROUP: Information Services Department

BUDGET CODE: AAA-SDD

TITLE: Integrated Document Management Staffing

PRIORITY: Rank 2 of 2

FUNDING: Full Year ☐

Other: ☒ 9 mos.

ITEM STATUS: Restoration: ☐

Program Change: ☐

Workload: X

OPERATIONAL AND/OR FISCAL IMPACT: (Clearly explain the impact on services (attach additional pages if required))

FileNet's Integrated Document Management (IDM) was approved by County management in 2000, as the standard to manage countywide documents and workflow processes. The workflow capabilities of IDM will facilitate streamlining of County business processes, resulting in cost savings and increased staff productivity. IDM is a fairly new technology that requires specialized knowledge in order to realize the full potential of workflow integration. Per the initial plan for IDM, the Information Services Department (ISD) has assembled a small team to support existing IDM applications for revenue departments. ISD has also identified streamlining and document management projects for general fund departments, such as Human Resources, Clerk of the Board, Assessor and Public Defender, that would be met through funding associated with this policy item. Since the small IDM team is totally revenue funded, the needs of general fund departments cannot be met without impacting the ISD Application Development budget. ISD requires one additional staff member to specifically work on projects from general fund departments to streamline processes.

	2002-03	ONGOING 2003-04
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ <u>68,292</u>	\$ <u>91,056</u>
CLASSIFICATIONS		
Budgeted Staff Title Amount		
1 – Programmer Analyst III		91,056 (full year)
Services & Supplies (phones, training, supplies, equipment, insurance, etc.)	8,300	8,300
Other (Specify) _____		
Equipment		
FIXED ASSETS		
Item Amount		
Reimbursements (Specify) _____		
TOTAL:	\$ <u> </u>	\$ <u> </u>
REVENUE (Specify Source)		
	\$ <u> </u>	\$ <u> </u>
TOTAL:	\$ <u> </u>	\$ <u> </u>
LOCAL COST	\$ <u>76,592</u>	\$ <u>99,356</u>

General Fund Departments & Amounts:

Customer Number	Department Name	Project Description	AD Est. GF Hrs	GF FTE	GF Amount
130	Human Resources	Application Workflow Integration	400	.24	\$30,400
490	Public Defender	Case File Imaging	500	.30	\$38,000
Total			900	.54	\$68,400

INFORMATION SERVICES

BUDGET UNIT: EMERGING TECHNOLOGIES DIVISION (AAA ETD)

I. GENERAL PROGRAM STATEMENT

The newly created Emerging Technologies Division (ETD) evaluates and recommends technology-oriented products and solutions with the focus of improving internal County processes as well as enabling electronic access by the public to County services. Through the Geographic Information Management System (GIMS), ETD also provides mapping products and geography-based application services for both the County departments and the public. GIMS responsibilities include ongoing maintenance of the County's street network and development of the parcel basemap.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2000-01</u>	<u>Budget</u> <u>2001-02</u>	<u>Estimated</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>
Total Appropriation	-	-	-	1,792,210
Total Revenue	-	-	-	273,940
Local Cost	-	-	-	1,518,270
Budgeted Staffing		-	-	19.1
<u>Workload Indicators</u>				
Emerging Technology major projects	-	-	-	4
GIS Application Projects	-	-	-	150
GIS Mapping Projects	-	-	-	250
Street Network: Segments maintained	-	-	-	128,463

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

19.1 budgeted positions were transferred to this new division which includes 4 positions from (AAA GIM) Geographic Information Management and 15.1 positions in (AAA SDD) Application Development plus overtime.

PROGRAM CHANGES

Primarily this budget provides for the normal everyday needs of the employees of the work unit including telephone, training, workstation equipment, software, office supplies and other employee related costs. One time professional services for specialized consulting services are also included in this budget and are estimated at \$65,000.

OTHER CHANGES

Revenues from Tract Map Automation fees, Parcel Map Automation fees, Street Network Subscription and various GIS mapping and projects work were transferred to this budget unit.

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: Information Services - ETD
FUND: General AAA ETD

FUNCTION: General
ACTIVITY: Other

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2002-03 Proposed Budget	H Policy Items
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments				
Appropriations								
Salaries and Benefits	-	-	-	-	-	1,385,968	1,385,968	
Services and Supplies	-	-	-	-	-	285,629	285,629	
Central Computer	-	-	-	-	-	3,513	3,513	
Other Charges	-	-	-	-	-	750	750	
Equipment	-	-	-	-	-	31,635	31,635	
Transfers	-	-	-	-	-	84,715	84,715	
Total Appropriation	-	-	-	-	-	1,792,210	1,792,210	
Revenue							-	
Current Services	-	-	-	-	-	273,940	273,940	
Total Revenue	-	-	-	-	-	273,940	273,940	
Local Cost	-	-	-	-	-	1,518,270	1,518,270	
Budgeted Staffing		-			-		19.1	

Recommended Program Funded Adjustments

Salaries and Benefits	1,385,968	Transfers of (19.1) positions from AAA SDD and AAA GIMS and Mou Increases
Services and Supplies	285,629	Transfers from AAA SDD & AAA GIM and 2% inflation Increases
Central Computer	3,513	Computer charges
Other Charges	750	Transferred from GIM for interest on Lease Purchase for Sun Ultra Computer
Equipment	31,635	Transferred from GIM for Pc purchase and principal on lease purchase for Sun Ultra Computer
Transfers	84,715	Transfers for IAJ FIS and Human Resource Officer allocations
Total Year Appropriation	1,792,210	
Revenues	273,940	Transferred from AAA GIM and AAA SDD for current services
Total Year Revenue	273,940	
Total Year Local Cost	1,518,270	

Staffing Changes

Classification	Authorized Position Changes	Budgeted FTE Changes	Program/Reason	Request Type	Temporary/ Ongoing
Clerk II	1	1.00	Transferred to AAA ETD from AAA SDD	Transfer	Ongoing
Geographic Info Systems Tech I	1	1.00	Transferred to AAA ETD from AAA SDD	Transfer	Ongoing
Geographic Info Systems Tech II	2	2.00	Transferred to AAA ETD from AAA GIMS	Transfer	Ongoing
GIMS Manager	1	1.00	Transferred to AAA ETD from AAA GIMS	Transfer	Ongoing
Geographic Info Systems Tech III	1	1.00	Transferred to AAA ETD from AAA GIMS	Transfer	Ongoing
Programmer III	3	3.00	Transferred to AAA ETD from AAA SDD	Transfer	Ongoing
Programmer Analyst III	5	5.11	Transferred to AAA ETD from AAA SDD plus overtime	Transfer	Ongoing
Systems Development Team	2	2.00	Transferred to AAA ETD from AAA SDD	Transfer	Ongoing
IT Technical Assistant II	1	1.00	Transferred to AAA ETD from AAA SDD	Transfer	Ongoing
Systems Support Division Chief	1	1.00	Transferred to AAA ETD from AAA SDD	Transfer	Ongoing
Systems Support Analyst III	1	1.00	Transferred to AAA ETD from AAA SDD	Transfer	Ongoing
Total:	19	19.11			

INFORMATION SERVICES

BUDGET UNIT: GEOGRAPHIC INFORMATION MANAGEMENT SYSTEMS (AAA GIM)

I. GENERAL PROGRAM STATEMENT

The Geographic Information Management System (GIMS) provides professional and technical services to client departments and the private sector for matters related to computerized mapping and geographic information processing. GIMS' responsibilities include the ongoing maintenance and enhancement of the county's street network, with a goal towards continued automation and development of the digital parcel basemap. This budget unit has been transferred to newly created Emerging Technology Division budget unit (AAA ETD).

II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Estimated 2001-02</u>	<u>Budget 2002-03</u>
Total Appropriation	293,598	522,703	457,318	-
Total Revenue	<u>135,652</u>	<u>288,338</u>	<u>258,338</u>	-
Local Cost	157,946	234,365	198,980	-
Budgeted Staffing		5.0		-
<u>Workload Indicators</u>				
GIS	198	200	329	
Parcels:				
Automated	468,720	470,620		
System Maintained	224,846	231,746	127,263	

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Four positions have been transferred to the new division. One Public Service Employee position has been deleted.

PROGRAM CHANGES

All GIMS program costs re being transferred to the new division.

OTHER CHANGES

None

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: Information Services - GIMS
FUND: General AAA GIM

FUNCTION: Public Protection
ACTIVITY: Other Protection

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
Appropriations								
Salaries and Benefits	235,028	270,413	13,895	-	284,308	(284,308)	-	
Services and Supplies	205,861	235,861	(2,447)	-	233,414	(233,414)	-	
Central Computer	9,044	9,044	(5,531)	-	3,513	(3,513)	-	
Other Charges	750	750	-	-	750	(750)	-	
Equipment	<u>6,635</u>	<u>6,635</u>	<u>-</u>	<u>-</u>	<u>6,635</u>	<u>(6,635)</u>	<u>-</u>	
Total Appropriation	457,318	522,703	5,917	-	528,620	(528,620)	-	
Revenue								
Current Services	<u>258,338</u>	<u>288,338</u>	<u>-</u>	<u>-</u>	<u>288,338</u>	<u>(288,338)</u>	<u>-</u>	
Total Revenue	258,338	288,338	-	-	288,338	(288,338)	-	
Local Cost	198,980	234,365	5,917	-	240,282	(240,282)	-	
Budgeted Staffing		5.00			5.00	(5.00)		

Base Year Adjustments

Salaries and Benefits	13,895	MOU and retirement increases
Services and Supplies	(2,447)	Inflation, risk management liabilities, EHAP, 2% budget reduction.
Central Computer	(5,531)	
Total Base Year Appropriation	<u>5,917</u>	
Total Base Year Revenue	<u>-</u>	
Total Base Year Local Cost	<u>-</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	(284,308)	Decreased to reflect transfer program and functions to new Emerging Technology/GIS Division-AAA-ETD.
Services and Supplies	(233,414)	Decreased to reflect transfer program and functions to new Emerging Technology/GIS Division-AAA-ETD.
Central Computer	(3,513)	Decreased to reflect transfer program and functions to new Emerging Technology/GIS Division-AAA-ETD.
Other Charges	(750)	Decreased to reflect transfer program and functions to new Emerging Technology/GIS Division-AAA-ETD.
Equipment	(6,635)	Decreased to reflect transfer program and functions to new Emerging Technology/GIS Division-AAA-ETD.
Total Appropriation	<u>(528,620)</u>	
Revenues	(288,338)	Decreased to reflect transfer program and functions to new Emerging Technology/GIS Division-AAA-ETD. A reduction in revenue of \$101,398 is due to the service contract with the cities of Chino Hills, Montclair, and Rialto for parcel base automation work was completed.
Total Revenue	<u>(288,338)</u>	
Total Local Cost	<u>(240,282)</u>	

Staffing Changes

Classification	Authorized Position Changes	Budgeted FTE Changes	Program/Reason	Request Type	Temporary/ Ongoing
Geographic Info Sys Tech II	(2)	(2.00)	Transferred to AAA ETD	Program Change	Ongoing
GIMS Manager	(1)	(1.00)	Transferred to AAA ETD	Program Change	Ongoing
Geographic Info Sys Tech III	(1)	(1.00)	Transferred to AAA ETD	Program Change	Ongoing
Public Service Employee	(1)	(1.00)	Deleted	Program Change	Ongoing
Total:	(5)	(5.00)			

INFORMATION SERVICES

BUDGET UNIT: COMPUTER OPERATIONS (IAJ ALL)

I. GENERAL PROGRAM STATEMENT

The Computer Operations budget finances the staff; its associated costs, the hardware and software costs of the day-to-day operation of the county's computer center and wide area network. The center provides a 24-hour-a-day, 7 day-a-week service to county departments and agencies.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2000-01</u>	<u>Budget</u> <u>2001-02</u>	<u>Estimated</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>
Total Operating Expense	16,456,799	20,759,820	20,012,215	20,177,069
Total Revenue	18,121,601	20,759,820	19,014,225	20,177,069
Revenue Over/(Under) Expense	1,664,802	-	(997,990)	-
Fixed Assets	761,216	1,771,078	1,771,078	2,879,261
Budgeted Staffing		165.1		154.4

Workload Indicators

PC Users/E-Mail Customers	13,168	12,500	12,500	14,467
Record Keyed	24,338,418	23,800,000	19,268,504	19,901,199
Dist. Depart. Sys. Sup. Bill. Hrs.	5,977	4,868	5,868	6,868
Telepro. Sup. Billable Hrs.	6,161	7,146	7,146	7,146
Wan Connections	365	363	363	363
CPU Hours	12,788	14,627	13,600	13,630
PC Desktop Billable Hours	16,287	22,629	22,629	22,629

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Overall budgeted staffing decreased by 10.7 positions primarily from reduced usage of PSE positions and workload changes in this budget unit.

These changes include deleting and adding the following positions in order to adjust to workload changes in various areas of the Computer Operations Internal Service Fund.

Deleted positions includes (3.0) Computer Operations Specialist positions; (1.0) Systems Development Team Leader; (1.0) Computer Operator III; (1.0) Computer Operator II; (1.0) Secretary I; (2.0) Fiscal Clerk I; (2.0) Teleprocessing Support Specialist; (1.0) IT Technical Assistant; (1.0) IT Account Representative II and (9.0) Public Service Employees and (0.2) for overtime.

Added positions includes 1.0 Automated System Analyst II and 1.5 Systems Support Analyst to cover increased workload in Server Management; 1.0 Production Control Supervisor and 1.0 Computer Operation Supervisor to cover staff supervision changes in the Data Center; 1.0 Data Entry Operator II and 1.0 Photographic Lab Tech to cover workload increases in keypunch and microfilm and fiche services; 4.0 Clerk II to convert PSE temp positions to regular positions and 1.0 Clerk III for workload changes in the administration and fiscal support changes areas.

PROGRAM CHANGES

None

OTHER CHANGES

None

INFORMATION SERVICES

IV. POLICY ITEMS

None

v. FEE CHANGES

None

GROUP: Administrative/Executive Group
DEPARTMENT: Information Services - Computer Operations
FUND: Internal Service IAJ ALL

FUNCTION: General
ACTIVITY: Computer Operations

INFORMATION SERVICES

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
<u>Appropriations</u>								
Salaries and Benefits	7,800,000	9,018,885	362,900	-	9,381,785	216,684	9,598,469	
Services and Supplies	10,948,313	11,115,805	143,232	-	11,259,037	(819,452)	10,439,585	
Central Computer	-	97,849	-	-	97,849	(61,403)	36,446	
Total Exp Authority	18,748,313	20,232,539	506,132	-	20,738,671	(664,171)	20,074,500	
Less:					-		-	
Reimbursements	-	(747,262)	-	-	(747,262)	(109,658)	(856,920)	
Depreciation	1,293,017	1,274,543	-	-	1,274,543	(315,054)	959,489	
Total Operating Expense	20,041,330	20,759,820	506,132	-	21,265,952	(1,088,883)	20,177,069	
<u>Revenue</u>								
Current Services	19,014,225	20,759,820	254,816	-	21,014,636	(837,567)	20,177,069	
Total Revenue		20,759,820	254,816	-	21,014,636	(837,567)	20,177,069	
Revenue Over/(Under) Exp.	(1,027,105)	-	(251,316)	-	(251,316)	(251,316)	-	
<u>Fixed Asset Expense</u>								
Equipment	1,140,000	1,140,000	-	-	1,140,000	1,003,225	2,143,225	
Equip/Lease Purchase	631,078	631,078	-	-	631,078	104,958	736,036	
Total Fixed Assets	1,771,078	1,771,078			1,771,078	1,108,183	2,879,261	
Budgeted Staffing		165.1			165.1	(10.7)	154.4	

INFORMATION SERVICES

Base Year Adjustments		
Salaries and Benefits	362,900	MOU and retirement increases
Services and Supplies	<u>143,232</u>	Inflation
Total Base Year Operating Expense	<u>506,132</u>	
Current Services	<u>254,816</u>	Cost diff to be within current revenue projections
Total Base Year Revenue	<u>254,816</u>	
Total Base Year Revenue Over/(Under)	<u>(251,316)</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	216,684	Increased to reflect current trends and projected usage for overtime, standby, and step advances.
Services and Supplies		
Computer Software Expense	(464,225)	Decreased to reflect current installed products & projected costs.
Inventoriable Equipment	(44,489)	Decreased reflecting less equip needs for 2003.
Training	185,848	Increase for additional staff training to stay current with technology.
COWCAP	50,285	Increased per published plan.
Distributed Dp Equipment	(100,844)	Decreased to reflect current projection.
Other Professional & Special Service	(232,197)	Decreased in professional services requirements.
General Maintenance-Equipment	278,048	Increased equipment coming off warranty and mainframe purchase.
Rents & Leases-Equipment	(491,878)	Decreased to reflect purchase of mainframe computer & other lease changes in prior year
	<u>(819,452)</u>	
Central Computers	(61,403)	Fully paid off lease purchase loans.
Total Exp Authority	<u>(664,171)</u>	
Reimbursements	(109,658)	Increase to reflect current administrative cost allocation transfers.
Depreciation	<u>(315,054)</u>	Decreased for fully depreciated equipment.
Total Operating Expense	<u>(1,088,883)</u>	
Revenues	(837,567)	Decreased to reflect current revenue projections.
Revenue Over/(Under) Exp	<u>(251,316)</u>	
Fixed Assets Expense		
Equipment	1,003,225	Purchase of PC servers, disk storage equip, printers, and network equipment.
Lease Purchase Equipment	<u>104,958</u>	Ongoing lease purchase loans
	<u>1,108,183</u>	

Staffing Changes

Classification	Authorized Position Changes	Budgeted FTE Changes	Program/Reason	Request Type	Temporary/ Ongoing
Automated Systems Analyst I	1		To correct dual fill of position 16969.	Workload	Ongoing
Automated Systems Analyst II		1.00	Funded by deletion of (2) Teleprocessing Specialist positions.	Workload	Ongoing
Clerk II	3	4.00	Funded by deletion of PSEs.	Workload	Ongoing
Clerk III	1	1.00	Change in clerical assignments funded by deletion of (2) Fiscal Clerk I positions.	Workload	Ongoing
Computer Operations Specialist	(3)	(3.00)	Deleted to fund (2) SSAll positions.	Workload	Ongoing
Computer Operations Supervisor		1.00	Funded by deletion of Computer Opr III and II position.	Workload	Ongoing
Computer Operator II	(1)	(1.00)	Deleted to fund other position in Computer Ops.	Workload	Ongoing
Computer Operator III	(1)	(1.00)	Deleted to fund change in staff supervision needs on data center.	Workload	Ongoing
Data Entry Operator II Incen 5	1	1.00	Increased to cover additional batching of keypunch jobs from HSS.	Workload	Ongoing
Fiscal Clerk I	(2)	(2.00)	Change in work assignments deleted to fund Clerk III.	Workload	Ongoing
IT Account Representative II	(1)	(1.00)	Deleted to reflect changing workload of IT delivery model.	Workload	Ongoing
IT Technical Assistant	(1)	(1.00)	Work assignment changes in WAN and LAN.	Workload	Ongoing
Photographic Laboratory Techn		1.00	Work changes in Microfilm and fiche services.	Workload	Ongoing
Production Control Supervisor		1.00	Supervision change funded by deletion of Team Leader.	Workload	Ongoing
Public Service Employee	(11)	(9.00)	Deleted to fund conversion of positions to Clerk II.	Workload	Ongoing
Secretary I	(1)	(1.00)	Workload reduction deleted to fund other clerical & technical positions in Computer Ops.	Workload	Ongoing
Staff Analyst II		(0.30)	Decreased OT.	Workload	Ongoing
Systems Development Team Ldr	(1)	(1.00)	Deleted to fund Production Control Supervisor position.	Workload	Ongoing
Systems Support Analyst III	1	1.51	Increased workload in IDM funded from deletion of Computer Opr positions.	Workload	Ongoing
Systems Support Supervisor		0.09	Increase standby and OT.	Workload	Ongoing
Teleprocessing Specialist	(2)	(2.00)	Changes in workload deleted to fund ASA II.	Workload	Ongoing
Total	(17)	(10.70)			

INFORMATION SERVICES

BUDGET UNIT: NETWORK SERVICES (IAM ALL)

I. GENERAL PROGRAM STATEMENT

Information Services' Network Services Division provides countywide telephone, microwave and radio services and the operation of related hardware, software and communications facilities, including a network of microwave sites.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Operating Expense	17,278,580	17,339,776	17,558,708	20,172,114
Total Revenue	18,016,309	17,339,776	16,959,676	18,172,114
Revenue Over/(Under) Expense	737,729	-	(599,032)	(2,000,000)
Fixed Assets	3,783,549	2,574,845	2,574,845	2,585,785
Budgeted Staffing		118.1		110.1
<u>Workload Indicators</u>				
Service Calls	23,858	26,000	26,000	26,000
Radios	9,100	8,974	8,974	9,424
Telephone	18,949	19,000	19,000	19,000
Circuits	1,338	1,582	1,582	1,582

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

A Clerk III position was transferred to ISD administration to provide centralized clerical support for the department. One Communication Technician II position was added to cover increased workload in maintaining the county's communication network infrastructure. Eight Public Service Employees positions were deleted reflecting reduced usage of these positions.

PROGRAM CHANGES

Depreciation expenses increased reflecting fully depreciated equipment offset by depreciation on addition of newly purchased equipment. The professional service budget has increased to reflect the 2003 contract costs to complete the GIS Parcel Basemap. This project is estimated to take three years to complete with contract funding provided by the Network Services unreserved retained earning account. Rents and leases budget increased to show pending move to a new single location for ISD's Network Services division.

OTHER CHANGES

None

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive Group
DEPARTMENT: Information Services - Network Services
FUND: Internal Service IAM ALL

FUNCTION: General
ACTIVITY: Tele., Microwv., Radio

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2002-03 Proposed Budget	H Policy Items
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments				
Appropriations								
Salaries and Benefits	6,880,507	6,893,578	208,400	-	7,101,978	(5,998)	7,095,980	
Services and Supplies	10,034,834	8,732,396	155,064	-	8,887,460	2,316,693	11,204,153	
Central Computer	9,116	9,116	-	-	9,116	-	9,116	
Other Charges	105,819	105,819	-	-	105,819	(38,611)	67,208	
Transfers	-	390,503	-	-	390,503	78,068	468,571	
Total Exp Authority	17,030,276	16,131,412	363,464	-	16,494,876	2,350,152	18,845,028	
Depreciation	528,432	1,208,364	-	-	1,208,364	118,722	1,327,086	
Total Operating Expense	17,558,708	17,339,776	363,464	-	17,703,240	2,468,874	20,172,114	
Revenue								
Use of Money & Property	2,900	3,000	-	-	3,000	(1,500)	1,500	
Current Services	16,956,776	17,336,776	-	-	17,336,776	833,838	18,170,614	
Total Revenue	16,959,676	17,339,776	-	-	17,339,776	832,338	18,172,114	
Revenue Over/(Under) Exp.	(599,032)	-	(363,464)	-	(363,464)	(1,636,536)	(2,000,000)	
Fixed Asset Expense								
Equipment	1,750,000	1,750,000	-	-	1,750,000	-	1,750,000	
Equip/Lease Purchase	824,845	824,845	-	-	824,845	10,940	835,785	
Total Fixed Assets	2,574,845	2,574,845	-	-	2,574,845	10,940	2,585,785	
Budgeted Staffing		118.1			118.1	(8.0)	110.1	

Base Year Adjustments

Salaries and Benefits	208,400	MOU and retirement
Services and Supplies	155,064	2% inflation increase
Total Operating Expense	363,464	
Total Revenue	-	
Revenue Over/(Under) Exp	(363,464)	

Recommended Program Funded Adjustments

Salaries and Benefits	171,338	Increased for One Communication Tech. II addition, step advances and classification changes.
	<u>(177,336)</u>	Decrease funding for eight PSE and transfer of one clerk III to Computer Ops ISF (IAJ).
	<u>(5,998)</u>	
Services and Supplies	47,324	Insurance cost increases from Risk Management.
	19,369	Increased in material purchases and outside telephone services to meet workload changes.
	250,000	Increase in rent for 800 mhz radio because of pending move to a new location.
	<u>2,000,000</u>	Increase in professional services for 800 mhz radio for a three-year contract to complete GIS Partial Base
	<u>2,316,693</u>	
Other Charges	<u>(38,611)</u>	Decrease in Interest Charges on fully paid Lease Purchase loans
Transfers In/Out	<u>78,068</u>	Increased administrative costs allocation & other internal cost transfer changes.
Depreciation	(184,622)	Decrease in 800 mhz radio depreciation for fully depreciated equipment.
	303,344	Increase in telephone Operation depreciation to reflect new equipment purchases.
Total Depreciation	<u>118,722</u>	
Total Operating Expense	<u>2,468,874</u>	
Revenues	(1,500)	Decrease in County Tel. Dir. Sales and Coin Commission
	<u>833,838</u>	Increase in long distance revenues to reflect current workload and services trends
Total Revenue	<u>832,338</u>	
Revenue Over/(Under) Exp	<u>(1,636,536)</u>	
Fixed Assets Expense		
Lease Purchase	10,940	Increase principal payments for new loans.
	<u>10,940</u>	

Staffing Changes

Classification	Authorized Position Changes	Budgeted FTE Changes	Program/Reason	Request Type	Temporary/ Ongoing
Asst. Chief of Network Services	(1)	(1.00)	Deleted to reflect reclassification.	Workload	Ongoing
Deputy Chief of Network Services	1	1.00	New position from reclassification of Asst Chief position.	Workload	Ongoing
Clerk III	(1)	(1.00)	Transfer this position to IAJ-FIS	Workload	Ongoing
Communications Tech. II		1.00	Increase funding for this position due to workload increase	Workload	Ongoing
Public Service Employee	(8)	(8.00)	Decrease funding for these positions due to workload decrease	Workload	Ongoing
Total:	(9)	(8.00)			

OVERVIEW OF BUDGET

DEPARTMENT: LOCAL AGENCY FORMATION COMMISSION
BUDGET UNIT: AAA LAF

I. GENERAL PROGRAM STATEMENT

The Local Agency Formation Commission (LAFCO) is an independent regulatory body charged with the responsibility for the discouragement of urban sprawl and the encouragement of orderly formation and development of local agencies. In meeting these responsibilities the Commission: (1) regulates proposed boundary changes for cities and special districts within the County of San Bernardino; (2) determines the spheres of influence for local agencies within San Bernardino County and conducts related municipal service reviews; (3) regulates the formation and dissolution of cities and special districts; and (4) reviews contracts for the provision of services outside the boundaries of cities and special districts. In addition to those authorities, the Local Agency Formation Commission has the authority to initiate and make studies of existing government agencies and initiate proposals for consolidations, mergers, or dissolution of special districts based upon the findings of its special studies. LAFCO costs represent the county's legally mandated contribution to the agency's operating expense. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2000-01</u>	<u>Budget</u> <u>2001-02</u>	<u>Estimated</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>
Total Appropriation	464,567	154,856	158,189	161,353
Local Cost	464,567	154,856	158,189	161,353

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None

PROGRAM CHANGES

None

OTHER CHANGES

None

IV. POLICY ITEMS

None

V. FEE CHANGES

None

DEPARTMENT: Local Agency Formation Commission
 FUND: General AAA LAF

ACTIVITY: Other Protection

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2002-03 Proposed Budget	H Policy Items
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments				
Appropriations								
Other Charges	158,189	154,856	6,497	-	161,353	-	161,353	
Total Appropriation	158,189	154,856	6,497	-	161,353	-	161,353	
Local Cost	158,189	154,856	6,497	-	161,353	-	161,353	

Base Year Adjustments

Other Charges	6,497	Anticipated increase in county's legally mandated contribution.
Total Base Year Appropriation	<u>6,497</u>	
Total Base Year Revenue	<u>-</u>	
Total Base Year Local Cost	<u>6,497</u>	

OVERVIEW OF BUDGET

DEPARTMENT: SCHOOL CLAIMS
AUDITOR/CONTROLLER-RECORDER: LARRY WALKER
SUPERINTENDENT: HERB FISCHER
BUDGET UNIT: AAA SCL

I. GENERAL PROGRAM STATEMENT

The function of the School Claims Division is to perform warrant production, control and accounting to include a prepayment examination and audit of the expenditures from the funds of the 33 school districts, 5 community college districts, the 2 regional occupational programs in the county, and from the County School Service Fund of the County Superintendent of Schools. This involves the audit of all payrolls and accounts payable to include contracts and expenses for supplies, materials, services and equipment. The division performs all audits and approval functions required of the County Auditor Controller and County Superintendent of Schools and is jointly responsible to those elected officials. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Appropriation	1,140,708	1,164,116	1,164,116	1,186,804
Local Cost	1,140,708	1,164,116	1,164,116	1,186,804

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None

PROGRAM CHANGES

None

OTHER CHANGES

None

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: School Claims
FUND: General AAA SCL

FUNCTION: Education
ACTIVITY: School Admin.

SCHOOL CLAIMS

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2002-03 Proposed Budget	H Policy Items
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments				
Appropriations								
Services and Supplies	1,164,116	1,164,116	22,688	-	1,186,804	-	1,186,804	
Total Appropriation	1,164,116	1,164,116	22,688	-	1,186,804	-	1,186,804	
Local Cost	1,164,116	1,164,116	22,688	-	1,186,804	-	1,186,804	

Base Year Adjustments

Services and Supplies	22,688	Contractual Obligation
Total Base Year Appropriation	<u>22,688</u>	
Total Base Year Local Cost	<u>22,688</u>	

OVERVIEW OF BUDGET

DEPARTMENT: SUPERINTENDENT OF SCHOOLS
SUPERINTENDENT: HERB FISCHER
BUDGET UNIT: AAA SCS

I. GENERAL PROGRAM STATEMENT

The County Superintendent of Schools is the elected chief school administrative officer of the county and is mandated by state law to provide various services for the school districts, two regional occupational programs, and provides ancillary services to five Community College Districts within the county. As a fiscally dependent County Office of Education, this budget supports administrative housing, maintenance, and other contracted support. Through state and other funding sources, the Superintendent provides services to 380,830 K through 12 students and approximately 37,000 community college students in accordance with the education code, as well as services which include alternative education, special education, and curriculum and instruction. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Appropriation	290,301	291,934	291,934	282,224
Local Cost	290,301	291,934	291,934	282,224

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

None

PROGRAM CHANGES

None

OTHER CHANGES

None

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: Superintendent of Schools
FUND: General AAA SCS

FUNCTION: Education
ACTIVITY: School Admin.

SUPERINTENDENT OF SCHOOLS

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E	F	E+F G	H
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget	Recommended Program Funded Adjustments	2002-03 Proposed Budget	Policy Items
Appropriations								
Services and Supplies	291,934	291,934	(9,710)	-	282,224	-	282,224	
Total Appropriation	291,934	291,934	(9,710)	-	282,224	-	282,224	
					-		-	
Local Cost	291,934	291,934	(9,710)	-	282,224	-	282,224	

Base Year Adjustments

Services and Supplies	(9,710)	Reduction in risk management liability charges, offset partially by inflation increases
Total Base Year Appropriation	<u>(9,710)</u>	
Total Base Year Local Cost	<u>(9,710)</u>	